 <p><b>CD-172700</b></p>	<p align="center"><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p align="center"><small>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</small></p>	
	<p><b>ISSUE DATE:</b> 08/22/07</p>	<p><b>REVIEWED:</b> 06/30/17</p>
	<p><b>EFFECTIVE DATE:</b> 08/22/07</p>	<p><b>REVISED:</b> 06/09/16</p>
<p><b>TITLE: Psychiatry Chronic Care Clinic Scheduling and Follow-Up Guidelines</b></p>		

**AUTHORITY:**

Policy CD-010100

**REFERENCE:**

American Psychiatric Association Practice Guidelines, 1996.

**PURPOSE:**

To establish the Standard of Care for the scheduling and follow-up for Inmates who have been prescribed psychotropic medications.

**APPLICABILITY:**

All NMCD facilities and units, LCCF, GCCF, NENMDF, NWNMCF, OCPF, and where psychiatry services are available.

**FORMS:**

None

**ATTACHMENTS:**

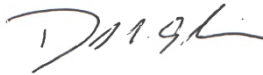
None

**DEFINITIONS:**

- A. Psychotropic Medications: Medications prescribed to treat various types of mental illnesses. Common types of psychotropic medications are antidepressants, antianxiety agents, antipsychotics and mood stabilizers.

**POLICY:**


- A. NMCD guidelines require regular follow-up of inmates prescribed psychotropic medications in a psychiatry chronic care clinic.
- B. To maintain proper follow-up of these inmates, it is expected that inmates on psychotropic medications receive proper follow-up instructions by psychiatry staff and follow-up instructions are clearly documented in the medical record.
- C. Administrative contract medical staff is required to adhere to NMCD guidelines when scheduling follow-up for inmates' prescribed psychotropic medications. Additionally, contract medical staff is required to conduct monitoring to ensure that these inmates are scheduled according to said guidelines.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

06/09/16  
Date

 <p><b>CD-172701</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p>	
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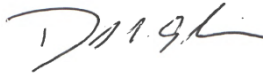
CD-172700

**PROCEDURES:**

- A. Scheduling and follow-up of Inmates on psychotropic medications in a psychiatry chronic care clinic.
1. Inmates are to be seen at least every three months if stable on psychotropic medications and no medication changes are made. Inmates may need to be seen sooner than every three months depending on the clinical situation.
  2. All Chronic Care Unit inmates are to be seen at least monthly by psychiatry.
  3. Inmates are to be seen at least monthly by psychiatry if there has been a change in psychotropic medication. A change in psychotropic medication includes starting a new psychotropic medication or changing the dose. Inmates may need to be seen sooner than one month depending on the clinical situation.
  4. Inmates are to be seen in the psychiatry chronic care clinic within a month of discontinuing all psychiatric medications. This psychiatry follow-up procedure will ensure inmates are stable after being taken off psychotropic medications.
  5. Inmates followed by psychiatry services are to be seen by psychiatry within 30 days of arrival when transferred to a different correctional facility.
  6. The facility Health Service Administrator and Clinic Coordinator are required to monitor the scheduling process of inmates on psychotropic medications and make sure inmates are scheduled appropriately. This is especially important for inmates just entering a facility, inmates affected by a lock-down or inmates being moved within the corrections system. If an inmate on psychotropic medications misses an appointment with psychiatry, it is a requirement for medical staff to investigate and document in the medical record why the patient missed the appointment and reschedule the patient for another psychiatry appointment.
  7. Inmates who miss an appointment with psychiatry, for whatever reason, are to be offered another appointment and rescheduled for the next available appointment with psychiatry. The psychotropic medications are to be continued until the next

appointment with psychiatry.

8. If the inmate misses an appointment with psychiatry, through no fault of his or her own, the medical record shall be noted indicating the exact reason for the missed psychiatry appointment.
9. If the inmate refuses to go to an appointment with psychiatry he or she will be asked to sign the refusal form which will be placed in the medical record.
10. If the inmate refuses scheduled appointments with psychiatry two times in a row, psychotropic medications will be discontinued only with an order from the facility psychiatrist who will evaluate the reason for non-compliance with treatment. Medical staff will inquire why the inmate no longer wants an appointment with psychiatry. A well-being check will be done at that time by medical staff to evaluate the inmate's mental status and exact reason for non-compliance with follow-up psychiatry appointments..



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