

 <p style="text-align: center;"> ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction </p>	Index #: 113.81	Page 1 of 1
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Approved by: Lisa Helton		
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POLICY CHANGE NOTICE 22-25

INSTRUCTIONS:

Please change Section VI.(A)(1) to read as follows:

- “1. All personnel responsible for providing mental health service intervention(s) shall, within seven calendar days of the date of service provided, enter into the offender management system (OMS) Mental Health Conversation, LHSM, the specific mental health classification information, diagnostic codes, levels of service, service delivery information, and any other information as requested by the Director of Behavioral Health for each inmate served. Service codes entered into LHSM will be monitored by the Office of the Inspector General staff and utilized for periodic reporting. Those providing data entry assistance to contract service providers shall be provided with appropriate OMS access”.

Please change Section VI.(B) to read as follows:

- “B. Health Record: A health record for each inmate shall be maintained in accordance with Policy #113.50 and shall contain accurate documentation of all health care services provided throughout the inmate’s entire period of incarceration. All mental health services documentation will be located in section 10 of the health record and shall be stored in chronological order as it relates to services provided. Providers must print their names/titles or use a printed name/title stamp in addition to a handwritten signature. Photocopies of signatures are not acceptable”.