

# Big Bend Community Based Care Policy & Procedure

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<b>Series:</b>	500: Special Populations	
<b>Policy Name:</b>	Access to Incarcerated Consumers	
<b>Policy Number:</b>	507	
<b>Origination Date:</b>	03/09/2009	<b>Revised:</b> Board Meeting of 12/13/2018
<b>Regulation:</b>	CFOP 155-47 CFOP 170-01 CFOP 170-09	

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to provide services and interventions to consumers who are incarcerated.

## Procedure

### A. Development of a Responsible Plan.

1. BBCBC and both child welfare and behavioral health providers will abide by the law enforcement protocols when visiting consumers.
2. Both child welfare and behavioral health providers will review situations related to the incarceration and develop a responsible plan for engaging the consumer in meaningful and effective treatment services. For consumers exiting incarceration, BBCBC staff may work cooperatively with the Circuit Aftercare Coordinator, the Institutional Case Manager/Re-Entry Specialist, a Qualified Guardian Advocate or other professionals.
3. BBCBC staff will work with both community and child welfare professionals to ensure that services are available to incarcerated consumers. Providers will work with designees of law enforcement agencies (county jails and state correctional institutions) to determine the best procedure for facilitating on-site service provision.
4. Law enforcement staff will be asked to cooperate to facilitate obtaining consumer signatures as required for all service provision.

### B. Visiting Incarcerated Parents of Child Welfare Involved Children.

1. DCM, Supervisors, or other designated staff will cooperate fully with local law enforcement protocols regarding visitation of parents and/or significant family members when they are serving in the parental role and are identified as such in the case plan.
2. DCM will present their photo I.D. at the law enforcement facility when asking to visit a parent. Behavioral health providers will present their state issued photo I.D. and may be asked to produce other documentation supporting their need for access to a parent (professional license, court order, etc.).
3. If requested by law enforcement agencies, the CMO's personnel liaison will, on a regular basis, send a current staff list to a designated law enforcement agency member. The designated law enforcement staff member will transmit the list to the staff at the county jails and state correctional institutions. Law enforcement staff will compare the I.D. to the staff list to verify visitors as project staff.
4. Law enforcement staff will provide access to parents in a designated visiting areas of the jail.

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5. Law enforcement staff will be asked to cooperate to facilitate obtaining parent/family signatures as required for case plan activities.