



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

May 15, 2009

## GENERAL LETTER NO. 3-A-AP-3

ISSUED BY: Office of the Deputy Director of Field Operations

SUBJECT: Employees' Manual, Title 3, Chapter A, Appendix, **MENTAL HEALTH INSTITUTES APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 18, revised; and the following forms:

- 470-0420 *Application for Voluntary Admission – MHI*, revised
- 470-0423 *Application for Voluntary Admission – Substance Abuse Treatment*, revised
- 470-0430 *Authorization to Release Information for Legal Settlement and Assignment of Insurance Benefits*, revised
- 470-0428 *Consent to Treatment*, revised
- 470-4161 *DHS Institution Admission Core Data*, new
- 470-4495 *Hospital Procedures in the Event of Unauthorized Departures*, new
- 470-4317 *Initial Restraint or Seclusion Prescription*, moved and revised
- 470-4516 *Mental Health Institute Discharge Plan*, new
- 470-4498 *MHI Individual Grievance*, new
- 470-4496 *MHI Type 1 Incident Investigation Report*, new
- 470-4497 *MHI Type 2 Incident Review Report*, new
- 470-4322 *Restraint/Seclusion Debriefing: Administrative Review*, moved and revised
- 470-4318 *Restraint/Seclusion Monitoring Checklist and Narrative*, moved
- 470-4319 *Restraint/Seclusion Next Working Day Team Debriefing*, moved and revised
- 470-4320 *Restraint/Seclusion Patient Debriefing*, moved and revised
- 470-4316 *Restraint/Seclusion Same-Day Staff Analysis*, moved and revised
- 470-4321 *Risk, Triggers, Signs and Coping Aids*, moved and revised

### Summary

This new appendix contains revised forms from Chapter 3-A-Appendix and from Chapters 3-D-Appendix Chapter 3-E-Appendix, which are now obsolete, as well as new forms required by new policies.

### Effective Date

Upon receipt.

## Material Superseded

Remove the entire Chapter A from Employees' Manual, Title 3, Appendix, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title page	November 25, 1980
Contents (page 1)	May 12, 1987
MH-1101-0	11/80
1, 2	November 25, 1980
MH-1102-0	11/80
MH-1103-0	11/80
3, 4	November 25, 1980
MH-1104-3	11/80
MH-1105-3	11/80
5, 6	November 25, 1980
MH-1106-2	11/80
MH-1110-0	11/80
7	November 25, 1980
8	May 12, 1987
MH-2203-0	7/84
MH-2101-0	11/80
9	November 25, 1980
10	May 12, 1987
MH-2201-0	3/87
11, 12	May 12, 1987
MH-4102-0	11/80
13, 14	November 25, 1980
MH-5202-0	11/80
15, 16	November 25, 1980
MR-1101	11/80
MR-1301	11/80
17, 18	November 25, 1980
19	November 25, 1980
MR-1302	11/80
MR-1401	11/80

## Additional Information

Refer questions about this general letter to the Deputy Director, Division of Field Operations.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

May 14, 2010

## GENERAL LETTER NO. 3-A-AP-4

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 3, Chapter A, Appendix, **MENTAL HEALTH INSTITUTES APPENDIX**, pages 1 and 3, revised; and the following forms:

470-0420 *Application for Voluntary Admission-MHI*, revised  
470-0423 *Application for Voluntary Admission – Substance Abuse*, revised

### Summary

The revisions delete the references to the deputy director for field operations and replaces them with the division administrator for mental health and disabilities services.

### Effective Date

Upon receipt.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 3, Chapter A, Appendix:

<u>Page</u>	<u>Date</u>
470-0420	5/09
1	May 5, 2009
470-0423	5/09
3	May 5, 2009

### Additional Information

Refer questions about this general letter to division administrator for mental health and disability services.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

June 28, 2013

## GENERAL LETTER NO. 3-A-AP-5

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 3, Chapter A, Appendix, **MENTAL HEALTH INSTITUTES APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1, 2, 4, and 6, revised; and the following forms:

470-0420 *Application for Voluntary Admission – MHI*, revised  
470-0423 *Application for Voluntary Admission – Substance Abuse Treatment*, revised  
470-0430 *Authorization to Release Information for Assignment of Insurance Benefits*, revised  
470-4161 *DHS MHI Admission Core Data*, revised  
470-4495 *Hospital Procedures in the Event of Unauthorized Departures*, revised

### Summary

This chapter is revised to:

- ◆ Update language declaring the county of legal settlement and processing dispute resolutions on form 470-0420, *Application for Voluntary Admission – MHI*.
- ◆ Update form 470-0423, *Application for Voluntary Admission – Substance Abuse Treatment*, to reflect the Department's branding.
- ◆ Change the name of form 470-0430 from *Authorization to Release Information for Legal Settlement and Assignment of Insurance Benefits*, to *Authorization to Release Information for Assignment of Insurance Benefits*. The instructions have been revised to remove references to legal settlement.
- ◆ Update the instructions to reflect availability of form 470-4161, *DHS MHI Admission Core Data*. The form has been revised to reflect the Department's branding.
- ◆ Update form 470-4495, *Hospital Procedures in the Event of Unauthorized Departures*. Unauthorized departures are now reported to the Division of Mental Health and Disability Services' division administrator.

### Effective Date

July 1, 2013

### **Material Superseded**

This material replaces the following pages from Employees' Manual, Title 3, Chapter A, Appendix:

<u>Page</u>	<u>Date</u>
Title page	May 15, 2009
Contents (page 1)	May 15, 2009
1	May 14, 2010
2	May 15, 2009
470-0420	4/10
470-0423	4/10
4	May 15, 2009
470-0430	5/09
6	May 15, 2009
470-4161	5/09
470-4495	5/09

### **Additional Information**

Refer questions about this general letter to the division administrator for mental health and disability services.