



May 15, 2009

GENERAL LETTER NO. 3-A-3

ISSUED BY: Office of the Deputy Director of Field Operations

SUBJECT: Employees' Manual, Title 3, Chapter A, **MENTAL HEALTH INSTITUTES**, Title page, revised; Contents (pages 1 and 2), revised; Contents (pages 3 through 6), new; pages 1 through 36, revised; and pages 37 through 155, new.

Summary

This letter transmits a new policy chapter for the state mental health institutes. This chapter contains revised data from the following chapters:

- ◆ Chapter 3-A, **ADMISSIONS, MENTAL ILLNESS, SUBSTANCE ABUSE, MENTAL RETARDATION,**
- ◆ Chapter 3-D, **SEPARATIONS, MENTAL ILLNESS, SUBSTANCE ABUSE, MENTAL RETARDATION,**
- ◆ Chapter 3-E, **RESTRAINT AND SECLUSION POLICY FOR MHIs,** and
- ◆ Chapter 3-F, **HUMAN RIGHTS.**

Effective Date

Upon receipt.

Material Superseded

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

| <u>Page</u> | <u>Date</u> |
|-----------------------|---------------|
| Title page | June 29, 1982 |
| Contents (pages 1, 2) | June 29, 1982 |
| 1-36 | June 29, 1982 |

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

August 28, 2009

GENERAL LETTER NO. 3-A-4

ISSUED BY: Office of the Deputy Director of Field Operations

SUBJECT: Employees' Manual, Title 3, Chapter A, **MENTAL HEALTH INSTITUTES**, Contents (pages 2 through 5), revised; page 48, revised; and pages 48a, 48b, and 48c, new.

Summary

Chapter 3-A is revised to add policy and procedures on the provision of and billing for outpatient services, community consultation, and direct medical services.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 3, Chapter A, and destroy them:

| <u>Page</u> | <u>Date</u> |
|---------------------|--------------|
| Contents (page 2-5) | May 15, 2009 |
| 48 | May 15, 2009 |

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

February 5, 2010

GENERAL LETTER NO. 3-A-5

ISSUED BY: Office of the Administrator of the Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 3, Chapter A, **MENTAL HEALTH INSTITUTES**, page 97, revised.

Summary

Policy is clarified to assure that an employee alleged to have abused an individual is not permitted to have contact with the individual until the Department of Inspections and Appeals completes its abuse investigation.

Effective Date

Immediately.

Material Superseded

This material replaces Employees' Manual, Title 3, Chapter A, page 97, dated May 15, 2009.

Additional Information

Refer questions about this general letter to the administrator of the Division of Mental Health and Disability Services.



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

July 2, 2010

GENERAL LETTER NO. 3-A-6

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 3, Chapter A, **MENTAL HEALTH INSTITUTES**, Contents (pages 2 through 6), revised; Contents (page 7), new; pages 1, 6, 8, 16, 25, 29, 30, 31, 34 through 43, 47, 48, 50 through 53, 62, 77, 78, 81, 82, 90, 92, 98, 100, 102 through 105, 109, 110, 118, 119, 120, 126, 130 through 134, 136, 138, 144, 147, 152, and 154, revised; and pages 118a and 118b, new.

Summary

Chapter 3-A is revised to:

- ◆ Add language to clarify the Department's process for completing evaluations ordered under Iowa Code section 812.3 and Rules of Criminal Procedure section 22.2(8).
- ◆ Add language to implement 2010 Iowa Acts, Senate File 2352, which requires notification to law enforcement of discharge after some emergency admissions.
- ◆ Remove specific abuse reporting procedures and instead direct that all reports of suspected abuse shall be made through the Department of Inspections and Appeals reporting system.
- ◆ Incorporate language referencing a written agreement with the Department of Corrections governing the transfer of dangerous individuals to a correctional facility.
- ◆ Delete references to the deputy director for field operations and replace them with references to the administrator of the Division for Mental Health and Disabilities Services to reflect the Department's new administrative structure.

Effective Date

July 1, 2010

Material Superseded

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

| <u>Page</u> | <u>Date</u> |
|--|--------------|
| Contents (pages 2-6) | May 15, 2009 |
| 1, 6, 8, 16, 25, 29, 30, 31, 34-43, 47, 48, 50-53, 62, 77, 78, 81, 82, 90, 92, 98, 100, 102-105, 109, 110, 118, 119, 120, 126, 130-134, 136, 138, 144, 147, 152, 154 | May 15, 2009 |

Additional Information

Refer questions about this general letter to the administrator of the Division for Mental Health and Disability Services.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 31, 2014

GENERAL LETTER NO. 3-A-7

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 3, Chapter A, **MENTAL HEALTH INSTITUTES**, Title page, revised; Contents (pages 1, 2, and 6), revised; pages 1, 2, 3, 6, 8 through 16, 19, 20, 21, 32 through 36, 38, 39, 40, 42, 44, 45, 47, 48, 48a, 48b, 48c, 49, 50, 51, 85, 111, 112, 113, 115, 117, 118, 118b, 119, 120, 121, 126, 132, 134, 135, and 139, revised; and pages 18a and 48d, new.

Summary

Chapter 3-A is revised to:

- ◆ Delete references to the process for determining legal settlement.
- ◆ Add the process for using county of residence to determine county financial responsibility which included the new dispute resolution process.
- ◆ Incorporate the new regional administrator process used for managing disability services.
- ◆ Clarify the legal process for billing the county of residence for services provided.
- ◆ Replace references to the deputy director with division administrator to reflect administrative changes.
- ◆ Revise the list of individual rights to reflect the list of rights contained in 441 IAC 29.6.
- ◆ Add definitions for:
 - County of residence
 - Declaration of residence
 - Division administrator
 - Facility admission
 - Minor
 - Non-Medicaid payment eligible
 - Regional administrator
- ◆ Modify definitions for:
 - Admission
 - County of admission
 - Division
 - Guardian
 - Individual
 - Official designated agent
 - Outpatient admission
 - State care
- ◆ Delete definitions for:
 - Child
 - Legal settlement
 - Residence
 - Resident

Effective Date

July 1, 2013

Material Superseded

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

| <u>Page</u> | <u>Date</u> |
|--------------------------|-----------------|
| Title page | May 15, 2009 |
| Contents (page 1) | May 15, 2009 |
| Contents (pages 2 and 6) | July 2, 2010 |
| 1 | July 2, 2010 |
| 2, 3 | May 15, 2009 |
| 6, 8 | July 2, 2010 |
| 9-15 | May 15, 2009 |
| 16 | July 2, 2010 |
| 19-21, 32, 33 | May 15, 2009 |
| 34-36, 38-40, 42 | July 2, 2010 |
| 44, 45 | May 15, 2009 |
| 47, 48 | July 2, 2010 |
| 48a-48c | August 28, 2009 |
| 49 | May 15, 2009 |
| 50, 51 | July 2, 2010 |
| 85, 111-113, 115, 117 | May 15, 2009 |
| 118, 118b, 119, 120 | July 2, 2010 |
| 121 | May 15, 2009 |
| 126, 132, 134 | July 2, 2010 |
| 135, 139 | May 15, 2009 |

Additional Information

Refer questions about this general letter to the administrator of the Division of Mental Health and Disability Services.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 14, 2014

GENERAL LETTER NO. 3-A-8

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 3, Chapter A, **MENTAL HEALTH INSTITUTES**, Contents (pages 2 and 3), revised; and pages 47 and 48, revised.

Summary

Chapter 3-A is revised to add instructions for billing admissions under Iowa Code Chapter 812.

Effective Date

July 1, 2014

Material Superseded

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

| <u>Page</u> | <u>Date</u> |
|-------------------|------------------|
| Contents (page 2) | January 31, 2014 |
| Contents (page 3) | July 2, 2010 |
| 47, 48 | January 31, 2014 |

Additional Information

Refer questions about this general letter to the administrator of the Division of Mental Health and Disability Services.

October 2, 2020

GENERAL LETTER NO. 3-A-9

ISSUED BY: Division of Mental Health and Disability Services (MHDS) - Facilities

SUBJECT: Employees' Manual, Title 3, Chapter A, ***Mental Health Institutes***, Title Page, Contents page 4 and 5, pages 10, 38, 41, 93-96, 97, 98, 99, 100, 101, 102-105, 106-108, 109, 110, 111, 117, 129, 132, 133, 136, 138, and 139, revised.

Summary

This chapter is revised to:

- ◆ Revise manual to bring policy and procedures up-to-date with a focus on Abuse and Incident Management and the Management of Deaths and subsequent reporting.

Effective Date

October 2, 2020

Material Superseded

Remove the following pages from Employees' Manual, Title 3, Chapter A, and destroy them, replacing the affected pages with the revised pages listed above:

| <u>Page</u> | <u>Date</u> |
|--------------------|------------------|
| Title Page | January 31, 2014 |
| Contents page 4, 5 | July 2, 2010 |
| 10, 38 | January 31, 2014 |
| 41 | July 2, 2010 |
| 93-96 | May 15, 2009 |
| 97 | February 5, 2010 |
| 98 | July 2, 2010 |
| 99 | May 15, 2009 |
| 100 | July 2, 2010 |
| 101 | May 15, 2009 |
| 102-105 | July 2, 2010 |
| 106-108 | May 15, 2009 |
| 109, 110 | July 2, 2010 |
| 111, 117 | January 31, 2014 |
| 129 | May 15, 2009 |

| | |
|---------------|------------------|
| 132 | January 31, 2014 |
| 133, 136, 138 | July 2, 2010 |
| 139 | January 31, 2014 |

Additional Information

Refer questions about this general letter to Wendy DePhillips of MHDS.