



FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 6/04/2022 Time: 8:30-10:00

Teleconference details: MS Teams Meeting

Meeting Attendees

Department/facility co-chair: Steve Barker Family co-chair: Tina Wright

Facility/council secretary: Debra Gilbreth Family secretary: Gail Molina

Members present: Tina Wright, Connie Hollis; Carrie Montoya; Karen Cain, Gail Molina, Megan Miller

Non-council member attendees: Steve Barker, Assoc. Superintendent; Sgt. Chase Harvey; Bill Copland, Family Services; Caitlin Robertson, OCO; Monica Ritter, FRA2; Debra Gilbreth, CPPC, Katrina Suckow, HSM3, Jordan Kisling CRT, Scribe

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Steven Barker)	Introduction of all those in attendance. Agenda Management: Steve Barker Timekeeper: Dean Dubinsky	
Local Family Council (LFC) Election results/New LFC Secretary Introduction	Tina Wright/Gail Molina: <ul style="list-style-type: none"> • Gail Molina has a son here at WSP. Wanted to get involved to help her son in any way possible. Wants to be a help to her son and others like him. • Tina Wright, co-chair has a son here at WSP. Started to participate to help her son. • They still do not have a representative 	
Opportunity to Nominate/Elect Statewide Family Council (SFC) Rep	LFC Members: <ul style="list-style-type: none"> • Looking for nominations for a statewide representative. • Megan Miller was asked, will see about putting her in touch with Wendy who has been in that role for the last period of time to see what the job entails. 	
OCO Office of Corrections Ombudsman	Caitlin Robertson: <ul style="list-style-type: none"> • On June 1st Caitlin was promoted to Director of the Department of Ombuds • Have a fair number of holes that they are trying to fill. • Caitlin is still working on the website. • Angie Schrader (Lead Assistant Ombuds) and Stella Spracklin (Early Resolution Ombuds) will tour facilities this upcoming week 6/6-6/10 • Wednesday AHCC, Thursday CRCC, Friday WSP for tours. • Ombuds is human centered, they do not report to DOC, they look into things complaints from Incarcerated Individuals and their families to see if a resolution can be found. • They try to speak with the incarcerated and get to know the lay of the land. 	Corrections Ombuds (wa.gov) you can subscribe for the News Bulletin on the site at the bottom of the screen.

	<ul style="list-style-type: none"> • OCO relationship will change with LFC, they will try but they don't have the staffing to get to every meeting with also trying to clean things up, increasing quality and responsiveness. • They will still have someone attending statewide LFC meetings • Angie sees everything that comes into the office so that won't change. Hoping that we will see improvements in their response time to complaints. • Caitlin reports directly to the Governor who appointed her. • Has not decided on all open positions, moving some people around, promoting people, changing up job descriptions. • It can take a long time for jobs to be posted. • OCO has the ability to look into any issues brought up by those that are under the purview of the Department of the Corrections. Complaints can be made online, over the phone, or by mail. All complaints are confidential. Reports and monthly outcome reports (behind at the moment but are catching up on the reports) • They are conflict resolution; they are the group that negotiates for a better outcome and lasting changes. 	
<p>Family Services updates/Statewide family council</p>	<p>Bill Copland:</p> <ul style="list-style-type: none"> • This correctional system can be challenging to understand without help which is what Family Services is for. • They have been isolated through COVID but now they are getting back out to the facilities. • Was recently at WSP to observe visiting here at WSP. Looked over the updates to the EFV areas with new furniture and paint, it was very nice and impressive. • Meeting was on May 21st, Statewide Family Council meeting. • Questions about vendors and why things can't just be purchased from whomever. That they have to come from certain places due to security, but it is hard with prices rising. Probably will not change any time soon • Securus (owns JPAY) lots of issues with this provider, a lawsuit kept them from taking over the contract, but it has been resolved. Biggest take away family members will no longer need to purchase JPAY players as every individual will be receiving one. Incarcerated Individual Betterment Funding (IIBF) will be used for those purchases. • The old units will not be compatible with the new system so individuals will be able to mail them out. • Worried that communications at the Statewide Family Council have become more one way. • The tablet switch over, the tablets are on site, will have to get their numbers input and assigned to each person and then they will be handed out. 	<p>Link to Family Services: https://doc.wa.gov/family/support.htm</p>
<p>Community Partnership Program Coordinator (CPPC) Updates</p>	<p>Debra Gilbreth:</p> <ul style="list-style-type: none"> • April and May's focused was to bring volunteers into the facility. • In June, we have added more religious services and one more support service. • Completed new volunteer orientation for Catholic services and NA and AA services • Challenges: <ul style="list-style-type: none"> ○ Finding volunteers ○ Finding areas in the facility that remain open ○ Areas shut down due to short staffing • Budget 	

<p>Dog Program</p> <p>Chaplain Update</p>	<ul style="list-style-type: none"> ○ Next will focus on creating a plan for the remaining IIBF monies in my budget. Have until June 17 to spend that. ○ For April and May purchased bird houses and picture frames to be enjoyed during visits. Had a good turnout and outcome. <ul style="list-style-type: none"> ● Events <ul style="list-style-type: none"> ○ Next event will be the back-to-school backpack giveaway in August. Start reaching out to the population in July to get everyone signed up and things purchased. ○ Working on updating the process for the 'Read to Me Daddy' program. The process is clunky and outdated for burning the video onto a DVD. Trying to bring the program into the 21st Century so looking for options for sending the videos to the families. <p>From Irish Clark -Dog Program:</p> <ul style="list-style-type: none"> ● Adams unit currently has 1 dog. ● Plans are to bring at least 2 more dogs into William unit soon, hopefully in the next 2 weeks. <p>From Steve Barker:</p> <ul style="list-style-type: none"> ● Added one new Chaplin Gibson Condie, ● And a new contract chaplain as well. ● WSP now has three Chaplains Gil Alden – galden@doc1.wa.gov or call the main number 509-525-3610 and ask for the chaplain Big Condie – Gibson.condie@doc1.wa.gov or call the main number 509-525-3610 and ask for the chaplain 	
<p>COVID Updates</p>	<p>Steve Barker:</p> <ul style="list-style-type: none"> ● Have the guidelines changed to “Version 32” yet? <ul style="list-style-type: none"> ○ Health services is handling the version 32. Requires clinical staff go out and speak with the population to opt in/out of quarantine/isolation process. ○ Version 32 doesn’t apply to single individuals but to whole units that are quarantined <p>Katrina Suckow:</p> <ul style="list-style-type: none"> ● Right now, when we identify close contacts, we are removing them to a quarantine area/isolation area ● Pages 24-25 if a unit is placed on quarantine, pods talking about when entire parts of the facility go on lockdown in an outbreak Covid Protocol Version 32, and pgs. 24-25 referenced above, can be found at this hyperlink: WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Version 32 (R. 5/2022) ● Questions about why quarantined/isolated BAR offenders are placed in IMU instead of anywhere else. It is for their protection due to their living area and the inability to place them in an area where they would be around general population individuals. ● We do have mods set aside for BAR individuals specifically, if they are isolation they can mingle together, if they are quarantine, they have to be kept separate from each other. ● TV issues is with the whole facility cable is down everywhere in SC and WC, only 6 & 8 currently have working TV. ● Back on facility wide cluster status ● 32 staff in the past 14 days have tested positive 	

	<ul style="list-style-type: none"> Instructed to test the entire incarcerated population. The last round of testing there was not one single positive in the entire population from the testing. 	
Visitation: In person/EFV's/ Video Visits	<p>Sgt. Harvey:</p> <p>Questions asked by LFC Members:</p> <ul style="list-style-type: none"> How many in-person visits have been processed each month? <ul style="list-style-type: none"> We process 295 in the last month, this is visits total not visitors Has anyone had to be turned away? <ul style="list-style-type: none"> Have had times that people had to be turned away due to improper dress, sometimes we can accommodate but not always We do sometimes have issues with too many people trying to schedule on the same day. LFC fliers in activity bags. Can these be available when bags not passed out? <ul style="list-style-type: none"> Debra will look into flyers for the bags. Input from family-confusion as to where to find answers to questions online or by phone & how to get this info. To families? Are suggestion boxes effective & Who checks them? Could badges be made available for LFC members in visiting processing and a sign posted in the waiting "Holding" areas to remind LFC members that they have an opportunity to discuss LFC matters with other family members during visits? <ul style="list-style-type: none"> Hasn't heard anything about badges being used. We do have 4 bulletin boards between the waiting rooms and the visiting rooms. Tina is hoping that things could be posted in a better place to encourage conversation between visitors. There are flyers in the processing area about this. Badges wondering if they can have something to identify those that are members of the LFC Could staff assist with WSP family/visitor announcements at visiting OR could there be a monitor set up in the "holding" area that conveys this information? It would be helpful to let visitors know that we need a statewide representative. <ul style="list-style-type: none"> They do have a couple TVs in the visiting room. Will have to see if they can turn one into a monitor to display information Sgt Harvey will speak with his team about letting conversation between tables occur during times after families enter but before the incarcerated individuals arrive. 	<p>Extended Family Visiting (wa.gov) link</p>

New business

Topic	Discussion/Key Points	Next Steps
Health Services	<p>Katrina Suckow –</p> <ul style="list-style-type: none"> Is there a long wait outside the prison for medical appointments? <ul style="list-style-type: none"> This can depend on what the service is that the appointment is for. They try to schedule things as soon as possible. Schedulers have a good relationship with the offices 	

	<ul style="list-style-type: none"> ○ When we have individuals refuse when they are going to be escorted to an outside appointment it can cause other issues in the future ○ Outside appointments are only for specialized appointments like neurology, colonoscopies, dialysis...etc. They have gotten tablets to help with telehealth appointments. ● What is your experience in health services? <ul style="list-style-type: none"> ○ She has a Master's degree in social work, has worked for DOC for 19 years, previous 6 years held the position of Custody Mental Health Unit Supervisor for the BAR units, previously running testing for Staff/Incarcerated Individuals, has been acting Health Services Manager 3 since April. ● Does Health services work with mental health and if so, what are the programs that assist the mentally ill and or others affected by autism, dementia, Traumatic brain injury, etc.? <ul style="list-style-type: none"> ○ DOC has Residential treatment units at WSP and MCC. They are provided with counselling one on one and in groups and other programs. ○ Those with Autism that are unable to function in general population are housed in Residential treatments units where they have more structure and assistance ○ SCCC (Stafford Creek) has Skill builder's unit that provides help with social ques and navigating life skills for those with developmental delays and Traumatic brain injuries. ○ Sage unit at CRCC (Coyote Ridge) is for those with dementia type issues, some of these individual may also reside in a local facilities Health services area if they are unable to function in general population. ● What can families do to assist their loved ones with health and mental health issues while they are incarcerated? <ul style="list-style-type: none"> ○ A disclosure of health information form is needed to be filled out by the incarcerated individual for family on the outside to be given specific health information. This can be applied to Medical, Mental Health, and Dental information ○ The form for disclosure of health information is 13-035 the individual fills it out with the family's contact information and sets a verbal password that is used by the family member to verify they are the correct recipient of the information. ○ The authorization can be broad or specific to certain situations depending on the incarcerated individuals wishes ○ 13-109 serious ill notification form. This form is used when someone is seriously ill to inform the emergency contact, we have on file that their loved one is ill. If the disclosure of health information is not on file there isn't much that can be told. ○ Family members are encouraged to speak with their incarcerated family member to see if they are comfortable with that information being given out. Both forms 13-035 and 13-109 are internal forms that are requested and filled out by the I/I. 	
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	<ul style="list-style-type: none"> ○ Health Services can be reached during working hours, 7:30-4:00 Monday – Friday at: 509-524-7502. Messages can be left after-hours. 	
JPAY/Vendor updates	<p>Steve Barker:</p> <ul style="list-style-type: none"> ● Moving towards issuing out the new tablets. ● Handing out 1700 to 2000 tablets, individuals move around a lot which can make it hard for the warehouse to find everyone. ● Is there going to be enough bandwidth to handle the new system? How is this going to affect the communication? Will tablets be taken away for discipline? Will they be able to transfer over their music/games/pictures? What will happen if they are broken? <ul style="list-style-type: none"> ○ There is a portion of the sanction guidelines to take JPAY access as a disciplinary action, not sure if that is going to be updated. ○ The JPAY players are going to be considered State property and there are already infractions for damaging/destroying state property ○ There should be extra's on site to switch out for broken/malfunctioning players ○ There will be more technicians in the area, more assistance for troubleshooting ○ Bandwidth-JPay was not willing to come in and make updates to the infrastructure before they won the contract, they should be updating things now that they have the contract. ○ The new contract does have new performance requirements that they will have to meet as a company or steps can be taken to remedy issues ○ Was talked about at Statewide family council meeting. Rolling this out facility by facility starting at WCCW then will working out to everyone. 	
Unit Tier Reps Items	<p>Custody Unit Supervisor (CUS) Baker/Rainier:</p> <ul style="list-style-type: none"> ● Ironing boards/Irons – Not approved in closed custody ● Chairs in cells – allowed in Medium custody only at this time ● Orientation program is being put together (to include copies of Handbook, LFO brochure, Unit manual) ● Baker Laundry room is being utilized as office space currently, this could change but not immediately. ● Rec workers being allowed to bring JPAY to work workers would like memo from supervisor, so staff are aware. ● Plants in cells: currently only running in Adams. CUS will review to see if appropriate for Baker/Rainier. I/I betterment funds would be needed to purchase supplies ● Make all jobs \$55: Policy is that pay is based on hours worked. Not all jobs work the # of hours required for a \$55 paycheck. – talked about incentives to do a good job to get a promotion/that not all I/I have the ability to work longer hours. ● Photo program issues: video camera being used to take stills, some come out blurry. ● Music equipment checkout: currently only available to Mental health, Protective custody I/I would like to participate ● Haircut requests being denied: Per scheduling personnel, haircuts requests are allowed every 30 days. COVID and current staffing levels have been the reason for fewer haircuts. Sat/Sun 	<p>Baker: CUS Haney-Nixon JPAY – Memo posted indicating approval 5/24/22 Plants in cell: CUS is working to start this Photos: will look into training or possible hiring of unit photographer, backgrounds ext. Music equipment: CUS will speak with Ms. Acosta and Mr. Coleman to see about possibilities Weight pile: Rec staff indicate info from HQ will address this in the near future. Food: will arrange for CI rep to be at next meeting Trouble app/JPAY: Email sent to JPAY Rep Swope</p>

	<p>time slots will now be utilized for all requests not just HUB workers.</p> <ul style="list-style-type: none"> • Weight card: In the last 24 days of May, Weight pile access was cancelled 14 times. Incarcerated individuals are asking for either a refund or free 3rd quarter. • Food service concerns • Can the trouble ticket app be installed onto the JPAY tablets? This is an option in some places. • Concerns over perceived idea that Rags and mop heads are being washed in same loads as clothing. • Outside windows need sealed/cleaned reports that some are leaking. • TV issues: currently TV system is having some problems. Hopefully they will be resolved when repairs are completed. • Concerns about property: Policy dictates 1 package per month. That means 1 package can be received per month. The problem is staffing has been low and processing has been affected causing delays. There is not an easy fix for this. <p>Adams:</p> <ul style="list-style-type: none"> • COVID Protocols and safety, reminder of continued social distancing, mask wearing, general hygiene. Concerns voiced about new variant and how DOC will combat its spread. • In Cell plants, supplies have been ordered to provide each II with a plant (spider plant or similar) for their cell while housed in Adams unit. • Yard access. Concerned about split afternoon small yard sessions requesting time changes. Also requesting time in the Big Yard at SC during the weekends. • Legal calls. Currently being made in dayroom, which is loud, phones cut off at 20 mins necessitating having to redial lawyers. • JPAY access limited by video visiting. Kiosk does not allow access 20 mins before or after video visits. If there is more than one in a day some MODS have no access to kiosk for that day. • Discussed starting a beading group. Curio items not currently allowed in dayroom. Discussion will need to be had with custody about possibilities • Recreation equipment: Still not allowed to play Basketball in the Gym. Can play pickleball, volleyball, handball, lift weights, etc. Incarcerated Individuals are wondering about the logic behind this decision • TV channels: channels are out again. Engineers are working on this issue <p>Delta:</p> <ul style="list-style-type: none"> • Food update: Food is still terrible, seems to be going downhill even more. Need a new vendor for our food. We no longer get a hot breakfast on Saturday. We worked hard to get that and now it's a cold breakfast boat. Would like to have the hot breakfast back. • Unit movement returning to the normal in unit schedule where the upper/lower tiers rotate <ul style="list-style-type: none"> • Would be better if staff would not be so strict on the schedule and if possible open the dayroom/yard up early or close late so there could be more time out. CUS stated she would talk to staff about trying to get the I/I's out more. An issue that staff has had with that is there are so many individuals who will not be courteous and lock up when it is time, slow walking everything 	<p>Laundry: Email sent to CI Laundry inquiring as to process</p> <p>Windows: Sgt. Lancaster will check during security inspections and put work orders in for any repairs needed.</p> <p>Adams: CUS Buttice</p> <p>Plants: still working on finding enough starts for program</p> <p>Yard access: a committee is getting together to review the SC movement schedule.</p> <p>Legal calls – No updates as of yet</p> <p>JPAY access – No updates at this time</p> <p>Beading – No updates at this time</p> <p>Basketball: CUS will get ahold of Rec to find out the reasoning for this</p> <p>Delta: CUS Adams</p> <p>Game nights: will be looking into.</p> <p>OCL Q&A: CUS stated she would pass the request along</p> <p>OCL Business: CUS stated she would talk with staff and come up with a plan that could work for everyone. The issue is OCL's have been coming out and jumping right on the phone, not doing OCL business.</p>
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	<p>which makes it hard for staff to get extra time for others. CUS requested that the OCL's talk with the unit population and let them know that we(staff) are willing to work on getting folks out more when we can but if they are courteous and lock up when told to then it would not be feasible for us to do.</p> <ul style="list-style-type: none"> • Moves need to be done at a time that doesn't interrupt dayroom and unit recreation periods. CUS stated she would talk to the SGT. • Video Visits and in person visitation: <ul style="list-style-type: none"> • They are getting cancelled for no reason. Would like to have an explanation added when they are cancelled so they know who to go to if they have a question or need to file a resolution. • CUS recommended that if a video visit is cancelled the individual let her know so she can find out why. Generally, it is because of a work schedule in OMNI. It was explained that if a visit is scheduled during programming hours like work or school, the visit is cancelled. CUS suggested that if someone is working that they relay their schedule to their loved ones so visits could be scheduled at other times. If someone is not sure of their schedule, they should check with their counselor to find out their scheduled in OMNI. • Education – Good • Wellness – Good • Freebie TV's being returned. Rental program available • COVID – Masks are still required when out of cell. • Unit rules – Will be enforced again • Cell searches – Will be happening • Starting to newsletter back up • Game nights: <ul style="list-style-type: none"> • Yes, if the level 2s can play. If not because of the OM is for the level 1 IIS, then maybe the level 2s can go outside with the tier that is in the Unit yard. • OCL stated they would like to see Administration in the unit and available to Q&A more often. • OCL's need to be out during other tiers time out so they can do their OCL business. <p>William:</p> <ul style="list-style-type: none"> • William unit has a new CUS and hasn't been able to hold an OCL meeting since taking over. Will try and hold one soon. 	
<p>Round Table Discussion</p>	<p>Question:</p> <ul style="list-style-type: none"> • Discussed costs for copies .20 • An upgrade to cable in an area knocked the entire facility out. They were able to fix it somehow in 6&8, but they aren't sure how they did so. <ul style="list-style-type: none"> ○ A specialist is coming in the middle of next week 6/6-6/10 to see if they can figure it out. If not, a technician will be coming from Oklahoma. • Commissary is increasing prices, wondering if the amount allowed to be spent will be increased. <ul style="list-style-type: none"> ○ This is a Statewide family council meeting issue and would need to be brought up there. 	<p>Family services guide 500-HA002.pdf (wa.gov)</p> <p>Contact for statewide family council Contact Family Services Washington State Department of Corrections</p>

	<ul style="list-style-type: none"> • Amount that Incarcerated individuals can earn for a class 3 job is still \$55 dollars per month and has been for a long time. <ul style="list-style-type: none"> ○ Increases to this would need to be made at the legislative level • To get something on the Statewide Family Council agenda contact Jeff Uttecht (DOC Co-Chair) at jeffrey.uttecht@doc.wa.gov or Ramona Cravens (Executive Secretary) at rcravens@doc1.wa.gov 	
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Next meeting location: WSP MS Teams Date: 8/6/2022 Time: 8:30-10:00

Comments: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: **ORIGINAL** - Family council co-chairs



PATIENT I.D. DATA:
(name, DOC #, birthdate)

AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION

I, _____, hereby authorize the use or disclosure of my health information as described below. The following individual or organization is authorized to make the disclosure:

(FROM) NAME: Health Services
ADDRESS: Washington State Department of Corrections

The type and date(s) of information to be used or disclosed are:

Any and all Health information including:

Medical:

Mental Health:

Dental:

Password (required for verbal disclosure):

Substance abuse/CD treatment records are also being requested (requires DOC form 14-172, Substance Abuse Recovery Unit Compound Release of Confidential Information, or equivalent)

Purpose for disclosure: _____

I understand that the information in my health record may include information relating to sexually transmitted infections, Acquired Immunodeficiency Syndrome (AIDS), or Human Immunodeficiency Virus (HIV). It may also include information about behavioral or mental health services and treatment for alcohol and drug abuse.

This information may be disclosed to and used by the following individual or organization:

(TO) NAME: _____
ADDRESS: _____

Phone: _____

I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to the Health Information Management Department of the entity listed as (FROM) above. I understand that the revocation will not apply to information that has already been released in response to this authorization. Unless otherwise revoked, this authorization will expire on the following date, event, or _____ (if left blank, authorization will upon release from DOC custody or six (6) months from date of signature, whichever is later).

I understand that authorizing the disclosure of this health information is voluntary. I may refuse to sign this authorization. I need not sign this form in order to ensure treatment. I understand that I may inspect or copy the information to be used or disclosed, as provided in 45 CFR 164.524 and RCW 70.02. I understand that any disclosure of information carries with it the potential for an unauthorized redisclosure and may not be protected by federal or state confidentiality rules. If I have questions about disclosure of my health information, I may contact the RHIA/RHIT/designee of the facility: S. Vasconcelles, Sec. Senior Health Information

Signature of Patient (Do not sign if form is not complete) Date (Patient to complete)

N/A _____
Last four digits of SSN Date of Birth DOC Number

Requesting provider: N/A Date mailed/faxed: _____

State law and/or federal regulations prohibit disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by law.

DOC 280.500 DOC 490.850 DOC 590.100 DOC 600.020 DOC 620.380 DOC 640.020 DOC 670.020 DOC 890.600



PATIENT I.D. DATA:
(Name, DOC#, DOB)

SERIOUSLY ILL NOTIFICATION

The above named patient has been placed on seriously ill status at _____ hours on _____
TIME DATE

by _____
NAME OF PRACTITIONER

Primary diagnosis is: _____

Secondary diagnosis is: _____

Place of hospitalization if other than DOC facility: _____

Address of facility: _____

Telephone number: _____

Date of admission: _____ Anticipated date of discharge (if known): _____

Remarks: _____

PRACTITIONER SIGNATURE	DATE / TIME /
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NOTIFICATIONS	NOTIFIED BY (NAME AND TITLE)	DATE AND TIME
Health Services Administrator		
DOC Nurse Desk		
Chief Medical Officer/Deputy Chief Medical Officer		
Facility Administrator		
Classification Counselor		
Chaplain(s)		
Emergency Contact (specify): (by Chaplain, if possible)		

Remarks: _____

HEALTH AUTHORITY SIGNATURE	DATE / TIME /
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REMOVAL FROM SERIOUS ILLNESS NOTIFICATION

The above named patient has been removed from seriously ill status at _____ hours on _____
TIME DATE

by _____
NAME OF PRACTITIONER

Prognosis: _____

Remarks: _____

PRACTITIONER SIGNATURE	DATE / TIME /	HEALTH AUTHORITY SIGNATURE	DATE / TIME /
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Health Authority to ensure Emergency Contact is notified of removal

State law and/or federal regulations prohibit disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by law.

Distribution: **ORIGINAL** - Health Record **COPY** - Superintendent, Facility Health Care Authority, Health Services Administrator, Chaplain, Chief Medical Officer, Deputy Chief Medical Officer