

DACUM Research Chart for Social Worker 2

DACUM Panel

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Duties		← Tasks				
A	Complete Psychosocial Assessments	A-1 Research inmate MH history	A-2 Review inmate unit file	A-3 Review inmate master file	A-4 Obtain inmate PSI's	A-5 Obtain inmate self-reported history
B	Complete Detailed MH Screenings	B-1 Schedule incoming inmate screenings	B-2 Review inmate MH file	B-3 Interview incoming inmate	B-4 Assess inmate clinical needs	B-5 Complete DMH screening form
C	Provide Case Management (RTV)	C-1 Advocate for inmate correctional needs	C-2 Complete inmate parole/P.R.C. packets	C-3 Arrange inmate transportation services	C-4 Complete inmate visitation forms	C-5 Complete inmate special visitation forms
D	Develop Treatment Plans	D-1 Review clinical assessments	D-2 Collaborate with inmates	D-3 Create inmate goals, objectives and interventions	D-4 Present inmate treatment plan	D-5 Confirm inmate tx plan
E	Provide Crisis Counseling	E-1 Assess inmate crisis	E-2 Decide on clinical interventions	E-3 Implement clinical interventions	E-4 Notify correctional/MH staff of interventions	E-5 Arrange inmate follow-up services
F	Participate with Treatment Team	F-1 Present inmate case history	F-2 Co-facilitate inmate treatment team interview	F-3 Refine inmate treatment plan	F-4 Document treatment team meeting	F-5 Input treatment team clinical data
G	Serve as MH Liaison	G-1 Consult inmate's unit staff	G-2 Conduct MHL interviews	G-3 Disseminate institutional services information	G-4 Measure inmate clinical progress	G-5 Assist inmate during tx team interview
		G-13 Respond to inmate KITES	G-14 Attend RIB hearing	G-15 Document inmate progress	G-16 Write inmate discharge summary	
H	Coordinate Treatment Team	H-1 Prioritize tx team inmates	H-2 Assign inmate tx team appointments	H-3 Collect tx team supplies	H-4 Convene tx team	H-5 Facilitate tx team member input
I	Facilitate Therapy	I-1 Compile inmate referrals	I-2 Assess inmate therapy needs	I-3 Research therapeutic interventions	I-4 Develop therapeutic group outline	I-5 Develop therapeutic family outline
		I-13 Implement therapy interventions	I-14 Advocate MH interventions	I-15 Evaluate inmate mental status	I-16 Implement family/inmate support services	I-17 Document family clinical treatment interventions
J	Conduct MH Inmate Orientations	J-1 Obtain needy admitted inmate list	J-2 Prepare inmate orientation materials	J-3 Inform inmate of MH services	J-4 Resolve inmate MH concerns	J-5 Process inmate orientation form

A-6 Obtain inmate collateral information	A-7 Interview inmate family/friends	A-8 Formulate inmate diagnostic assessment	A-9 Type inmate psychosocial assessment			
C-6 Complete inmate institution summary report	C-7 Complete employee daily service logs					
E-6 Document inmate crisis						
G-6 Update inmate chart	G-7 Complete MH/RIB form	G-8 Submit clinical referrals	G-9 Process inmate transfers	G-10 Participate in involuntary medication reviews	G-11 Answer legal requests	G-12 Contact inmate family members
H-6 Process officer input forms	H-7 Audit tx team documentation	H-8 Compile tx team recommendations	H-9 Distribute tx team recommendations	H-10 Update institutional lock list		
I-6 Develop therapeutic individual outline	I-7 Reserve treatment facilities	I-8 Schedule inmate therapy sessions	I-9 Provide individual therapy orientation	I-10 Provide family therapy orientation	I-11 Provide group therapy orientation	I-12 Process inmate attendance form
I-18 Document individual clinical tx interventions	I-19 Document group clinical tx interventions	I-20 Process inmate therapy termination	I-21 Process completion certificate	I-22 Attend clinical supervision meetings		

K	Supervise Student Interns	K-1 Interview prospective student interns	K-2 Select student interns	K-3 Provide student orientation	K-4 Develop student learning contract	K-5 Implement student learning contract
		K-6 Conduct student supervision meeting	K-7 Evaluate student performance			
L	Provide Staff In-Service Training	L-1 Attend train-the-trainer course	L-2 Review lesson plan information	L-3 Prepare training materials	L-4 Present training curriculum	L-5 Process training form
		M-1 Obtain cell location lists(s)	M-2 Conduct rounds interview	M-3 Consult with on-duty corrections officer	M-4 Review incident log(s)	M-5 Complete MH rounds form
M	Conduct MH Rounds	M-6 Submit inmate services referral	M-7 Distribute MH rounds information			

General Knowledge and Skills

Facilitating skills
 Active listening skills
 Keyboarding skills
 Communication skills (written & oral)
 Problem solving skills
 Standard Operating Procedures
 Inmate arrest records
 SW Code of Ethics
 Counseling skills
 Negotiating skills

Time management skills
 Interpersonal relationship skills
 Analytical skills
 Diagnostic skills
 Computer software skills
 Unarmed self-defense skills
 Security procedures
 Organizational skills
 Instructional skills

Worker Behaviors

Patience
 Resilience
 Assertive
 Flexible
 Outgoing
 Tolerant
 Empathetic
 Observant
 Self-motivated
 Team player

Punctual
 Detail oriented
 Decisive
 Creative
 Mature
 Trustworthy
 Good-natured
 Sense of humor
 Resourceful

Tools, Equipment, Supplies and Materials

Computer
 Fax machine
 Telephone (internal/external)
 Copier
 DSM IV-R
 TV-VCR
 Spiders

Charts
 Policy manual (AR, SOP, office post orders)
 Text books
 Keys
 Office space

Future Trends and Concerns

Recognition of social worker license
 Movement toward community mental health standards/models
 Privatization of prisons
 Staff accountability of time
 Standard Operating Procedures for psychosocial assessments
 Amount of staff training and development increasing
 Technological advances
 Greater emphasis on quality assurance

Acronyms/Terms

PSI = Pre-sentence Investigation
 DMHS = Detailed Mental Health Screening
 PRC = Post Release Control
 RTV = Residential Treatment Unit
 MH = Mental Health Liaison
 Tx = Treatment
 RIB = Rules Infraction Board
 KITE = Memo/note from inmate to staff member