

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ENFORCEMENT AND REMOVAL OPERATIONS
ICE HEALTH SERVICE CORPS**

MEDICAL-PSYCHIATRIC ALERT

**IHSC Directive: 03-12
ERO Directive Number: 11746.1
Federal Enterprise Architecture Number: 306-112-002b
Effective: February 9, 2015
Review: March 21, 2016
Technical Update: January 27, 2022**

**By Order of the Assistant Director
Stewart D. Smith, DHSc, FACHE**

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1. **PURPOSE:** The purpose of this directive is to set forth the policies and procedures for Medical/Psychiatric (Med/Psych) Alerts.
 2. **APPLICABILITY:** This directive applies to all IHSC personnel, including but not limited to, Public Health Service (PHS) officers, civil service employees, and federal contractors. It is applicable to IHSC-staffed facilities supporting health care operations in ICE owned or contracted detention facilities, and to IHSC Headquarters staff. This directive applies to contract personnel when supporting IHSC in detention facilities and at HQ. Federal contractors are responsible for the management and discipline of their employees supporting IHSC.
 3. **AUTHORITIES AND REFERENCES:**
 - 3-1. Section 232 of the Immigration and Nationality Act (8 USC 1222), Detention of Aliens for Physical and Mental Examination.
 - 3-2. Title 8, Code of Federal Regulations, Section 232 (8 CFR 232), Detention of Aliens for Physical and Mental Examination.
 - 3-3. Section 322 of the Public Health Service Act (42 USC 249(a)), Medical Care and Treatment of Quarantined and Detained Persons; and
 - 3-4. Title 42, U.S. Code, Public Health Service Act, Section 252 (42 USC 252); Medical Examination of Aliens.
 4. **POLICY:** IHSC creates a Med/Psych Alert in the Enforcement and Removal Operations (ERO) detention/removal records to provide ICE operational units with relevant medical information of detainees/residents prior to their medical transport, removal, release, or transfer. It is noted in the corresponding window in the

electronic health record form IHSC-834. The main purpose of the Med/Psych Alert Form (IHSC- 834) is to notify the ICE Field Office Director (FOD) or designee that certain detainees/residents have medical/psychiatric conditions in the event the detainees/residents must be removed, released, or transferred. This form is also used when a detainee/resident requires a medical escort if removed or transferred. IHSC-834 is printed on brightly colored paper. The notification includes detainee's special needs that may affect work assignments, program assignments or selections, disciplinary measures, clothing or appearance, and activities of daily living. IHSC health staff keeps custody staff apprised of detainee's/resident's specific health needs that may impact housing, work assignments, program assignments or selection, disciplinary measures, transport to and from outside appointments, admission to or transfer from facilities, clothing/appearance, and activities of daily living. IHSC health staff documents communication with correctional staff.

5. PROCEDURES:

5-1. Completion of the Med/Psych Alert Form. A health care professional shall immediately complete the Med/Psych Alert Form (IHSC-834) in relation to:

- 5-1.1 A medical escort.
- 5-1.2 Directly observed treatment.
- 5-1.3 Medical care requiring ongoing therapy such as (not specified on IHSC-834).
- 5-1.4 All chronic conditions.
- 5-1.5 Tuberculosis (TB) disease.
- 5-1.6 Other currently communicable diseases.
- 5-1.7 Ongoing physical therapy.

5-2. Mental health care requiring ongoing therapy such as:

- 5-2.1 All chronic mental illness.
- 5-2.2 Suicide risk.
- 5-2.3 Potential for violent behavior.
- 5-2.4 Medical Housing Unit care.
- 5-2.5 Notification of pregnant females.

5-3. Disposition of the Med/Psych Alert Form. The health care provider completing the IHSC-834 must give the form to the medical records

technician who then provides the IHSC-834 to the ICE Assistant Field Office Director (AFOD) or designee. Medical records staff must flag the medical alert field in the detainee/resident's electronic health record.

6. HISTORICAL NOTES: Changes made to align with current NCCHC standards.

7. DEFINITIONS: See definitions for this directive in the IHSC Glossary.

8. APPLICABLE STANDARDS:

8-1. Performance-Based National Detention Standards (PBNDS): 2011 ICE PBNDS (Rev. 2016).

8-1.1 Part 4: Care; 4.3 Medical Care; N. Medical/Psychiatric Alerts and Holds.

8-2. ICE Family Residential Standards.

8-2.1 Part 4: Care; 4.3 Health Care; N. Medical/Psychiatric Alerts and Holds.

8-3. National Commission on Correctional Health Care (NCCHC): 2018 NCCHC Standards for Health Services in Jails.

8-3.1 J-B-07 Communication on Patients' Health Needs.

9. PRIVACY AND RECORDKEEPING. ICE uses detainee health records and information maintained in accordance with the DHS/ICE-013 Alien Health Records System of Records to provide for the care and safety of detainees. IHSC limits access to detainee health records and information to those individuals who need to know the information for the performance of their official duties, and who have appropriate clearances or permissions. IHSC secures paper records in a locked cabinet or room when not under the direct control of an officer or employee with a need for the paper record to perform their duties.

9-1. IHSC staff complete annual training on the protection of patient health information and Sensitive Personally identifiable information.

9-2. IHSC staff reference the Department of Homeland Security Handbook for Safeguarding Sensitive PII (Handbook) at DHS Handbook for Safeguarding Sensitive PII for additional information concerning safeguarding sensitive PII.

9-3. All relevant documents produced or provided in accordance with this Directive must be maintained in accordance with an applicable National Archives and Records Administration (NARA) General Records Schedule (GRS) or a NARA-approved agency-specific records control schedule. If the records are not subject to a records schedule, they must be maintained

indefinitely by the agency. In the event the records are subject to a litigation hold, they may not be disposed of under a records schedule until further notification. Prior to the disposition of any records referenced in this directive, ICE Records Officer approval must be obtained.

10. NO PRIVATE RIGHT STATEMENT. This directive in an internal policy statement of IHSC. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

11. POINT OF CONTACT: Chief, Medical Services Unit.