

	MONITORING TOOL FOR MENTAL HEALTH FACILITIES	DOCUMENT CONTROL NO.: CHR-
	Visitorial Division, Prevention Cluster Owner	Revision No. 000 Revision Date: ____ December 2023

MENTAL HEALTH FACILITY MONITORING TOOL

CHR Region ____

I. Profile of the Facility

1.

Name of the Facility: _____
2.

Address of the Facility: _____
3.

Contact Information (*telephone/mobile number/s and email address*): _____
4.

Name and designation of the Head of Facility: _____
5.

Ideal Capacity: _____
6.

Actual Capacity: _____
7.

Number of Service Users (SU) under Involuntary Confinement : _____
8.

Number of SU

Male/Boys _____

Female/Girls _____

LGBTQ+ _____

TOTAL _____
9.

Number of facility personnel

Psychiatrist _____

Other Physicians _____

Psychologist _____

Nurse _____

Social Worker _____

Nursing Aide _____

Dorm Manager _____


Security Personnel _____

Other (please specify): _____

TOTAL _____

II. Special Categories of Service Users

Category	Number of SUs			TOTAL	Remarks
	Male	Female	LGBTQ +		
Older Persons (60 years old and above)					
Minors (below 18 years of age)					
Terminally ill					
Persons with Physical Disability					
Persons Deprived of Liberty					

	MONITORING TOOL FOR MENTAL HEALTH FACILITIES	DOCUMENT CONTROL NO.: CHR- Revision No. 000 Revision Date: ____ December 2023
	Visitorial Division, Prevention Cluster Owner	


Pregnant Women					
SU with substance abuse problems					
Indigenous Peoples					
Other (Please specify)					

III. Findings/Observations


Instructions: Fill out the tables under this section by checking the level of compliance to the minimum standards provided. Write in the remarks section additional relevant information pertaining to the facility's compliance to the standards.

Below is the guide for rating your facility's compliance.




- **Not Complied** if the standard is not met at all,
- **Partially Complied** if the standard is not completely met,
- **Fully Complied** if the standard is completely met.
- If the standard is not applicable, put **"N/A"** in the space under Not Complied.


 -Requires photo documentation to substantiate the facility's compliance with the standard.

 -Requires members of the Visitation team to observe the facility processes and surroundings to determine compliance with the standard.

 Review, if possible secure, relevant document/s as proof of the facility's compliance with the standard.







1. Register, Information, and Records




Minimum Standard	Not complied	Partially Complied	Fully Complied
A. The facility maintains a register containing information on all medical treatments and procedures administered to SU. 			
B. Every SU received in the facility has individual case records which include their personal information, treatment plan and a Commitment Order/ Mittimus if applicable (PDL Service Users) . 			
C. SU Information are kept confidential and safe from access or use by, or disclosure to, persons or entities who are not authorized to access, use, or possess such information. 			
D. SU and/or their legal representative have access to the information contained in the SU's medical files.			

	MONITORING TOOL FOR MENTAL HEALTH FACILITIES	DOCUMENT CONTROL NO.: CHR- Revision No. 000 Revision Date: ____ December 2023
	Visitorial Division, Prevention Cluster Owner	

Remarks: _____





2. Facility Standards

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. The facility is in a good state of repair. (e.g., windows are not broken, paint is not peeling from the walls) 			
B. The facility is accessible to people with physical disabilities. 			
C. Natural and artificial lighting provide a comfortable living environment. 			
D. Heating and ventilation provide a comfortable living environment. 			
E. Measures are in place to protect SU against injury. 			
F. CCTVs are installed within the facility premises. 			
G. Emergency and safety protocols are in place to mitigate risks and ensure			

safe evacuation of SU in case of a disaster or emergency.  			
H. Facility is not located in areas where there is known health or other hazards or risks. 			

Remarks: _____

3. Sleeping Conditions

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. Male and female SU have separate sleeping quarters. 			
B. Children and older persons have separate sleeping quarters. 			
C. The sleeping quarters provide sufficient living space per SU and are not overcrowded. 			
D. Every SU is provided with a separate bed, and clean and sufficient bedding. 			



**MONITORING TOOL FOR
MENTAL HEALTH FACILITIES**

**Visitorial Division, Prevention Cluster
Owner**

DOCUMENT CONTROL NO.:

CHR-

Revision No. 000

Revision Date: ____ December 2023

E. The sleeping quarters allow for some degree of privacy of SU.

E. Clothing provided is clean and suitable for the climate.

Remarks: _____

Remarks: _____

4. Hygiene and Sanitary Requirements

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. The bathing and toilet facilities are clean and working properly.			
B. The bathing and toilet facilities allow privacy, and there are separate facilities for male and female SU.			
C. The bathing and toilet needs of SU who are bedridden or who have impaired mobility or other physical disabilities are accommodated.			
D. SU are provided with gender-specific toiletries as are necessary for health and hygiene.			

5. Food and Drinking Water

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. Every SU is provided with breakfast, lunch, and dinner every day.			
B. The food has nutritional value, of wholesome quality and well prepared and served.			
C. Clean drinking water is available to every SU whenever he/she needs it.			
D. Religion, culture, or dietary needs of the SU is considered in the provision of food.			

	MONITORING TOOL FOR MENTAL HEALTH FACILITIES	DOCUMENT CONTROL NO.: CHR-
	Visitorial Division, Prevention Cluster Owner	Revision No. 000 Revision Date: ____ December 2023

Additional question:

1. How much is the budget for food for every SU per day?

Remarks: _____

6. Exercise, Sport, Recreation, and Spiritual Activities

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. Every SU has at least one (1) hour of suitable exercise in the open air daily.			
B. There are available spaces, installations and/or equipment for physical exercise and leisure. 📷			
C. SU are allowed leisure and/or participation in spiritual and recreational activities. 👁️			

Remarks: _____

7. Treatment and Other Services

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. Admission and treatment are based on the free and informed consent of the SU, executed prior to receiving treatment or care. 📄			
B. Informed consent is executed after a full disclosure communicated to the SU in a language he/she understands, of the nature, consequences, benefits, and risks of the proposed treatment, as well as available alternatives. 📄			
C. The facility ensures prompt medical attention in urgent cases. When necessary, SU are referred to a capable hospital for specialized treatment. 📄			
D. The facility is adequately staffed and equipped to provide SUs with appropriate treatment and care. 📷			









**MONITORING TOOL FOR
MENTAL HEALTH FACILITIES**





Visitorial Division, Prevention Cluster
Owner

DOCUMENT CONTROL NO.:
CHR-

Revision No. 000

Revision Date: ____ December 2023

E. The facility provides psychosocial support to the SU. 			
F. No person is denied access to treatment on the basis of economic factors or of his/her race, color, sex, language, religion, or other status. 			
G. SU are informed of and have access to mechanisms for expressing their opinions on service provision and improvement. 			
H. The facility provides assistance to SU who wishes to execute and/or revoke advance directives. 			
I. The facility provides assistance to SU who wishes to designate a legal representative and/or revoke any designation already made. 			
J. The facility provides assistance in connecting SU with family and friends, in line with their wishes, or in establishing a social support network. 			

K. Staff respect the advance directives of SU when providing treatment. 			
L. SU have the right to refuse treatment. 			
M. Medical procedures that may have permanent or irreversible effects are administered only with the free and informed consent of the SU and in accordance with clear, evidence-based clinical guidelines. 			
N. The facility has suicide intervention, prevention, and response strategies, which include 24/7 hotlines, to provide assistance to individuals with mental health conditions, especially individuals at risk of committing suicide. 			





Additional questions:

1. Does the facility have rehabilitation and treatment services and programs for drug users?
2. For female facilities:
 - Are prenatal, childbirth, and postnatal services provided to SU?
 - Is the newborn child allowed to stay with the SU mother? If allowed, for how long?

	MONITORING TOOL FOR MENTAL HEALTH FACILITIES	DOCUMENT CONTROL NO.: CHR- Revision No. 000 Revision Date: ____ December 2023
	Visitorial Division, Prevention Cluster Owner	


Remarks: _____

8. Restrictions, discipline, and sanctions

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. The facility prohibits the infliction of any form of ill-treatment, torture or other cruel, inhuman or degrading treatment or punishment. 			
B. Physical and/or chemical restraints are applied only when necessary and as a measure of last resort. 			
C. Isolation or seclusion is applied only when necessary and as a measure of last resort. 			
D. No SU is subjected to medical or scientific experimentation without his/her informed consent, and any experimentation, if consented to by the SU, is approved by an independent ethics committtee. 			

Remarks: _____

9. Conduct of Searches

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. Searches are conducted in a manner that is respectful of the inherent dignity and privacy of the person being searched. 			


- Additional questions:
- 1. How are searches conducted?
 - 2. Are strip and body cavity searches conducted on SU?

Remarks: _____

10. Information on facility regulations, and SU rights and obligations



Minimum Standard	Not complied	Partially Complied	Fully Complied
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	MONITORING TOOL FOR MENTAL HEALTH FACILITIES	DOCUMENT CONTROL NO.: CHR-
	Visitorial Division, Prevention Cluster Owner	Revision No. 000 Revision Date: ____ December 2023

A. The facility orients all newly-admitted SU of the facility's rules and regulations, as well as their rights under the Mental Health Act. 			
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Remarks: _____

11. Complaints



Minimum Standard	Not complied	Partially Complied	Fully Complied
A. Every SU has the opportunity to make uncensored requests or complaints to the facility administration and/or any appropriate agency. 			
B. Allegations of ill-treatment, torture or other CIDTP of SU are dealt with immediately and impartially by the management. 			
C. Allegations of torture or other CIDTP of SU are promptly reported			


to an independent and impartial authority for investigation. 			
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Additional question:
1. How does the facility ensure that the SU is not exposed to any risk of or subjected to reprisal, retaliation, intimidation or negative consequences as a result of having submitted a request or complaint?

Remarks: _____

12. Communication and Visits

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. SU are allowed to communicate in writing or using electronic/digital means with their family and friends. 			
B. SU can receive visitors, choose who they want to see, and participate in visits at any reasonable time. 			

	MONITORING TOOL FOR MENTAL HEALTH FACILITIES	DOCUMENT CONTROL NO.: CHR- Revision No. 000 Revision Date: ____ December 2023
	Visitorial Division, Prevention Cluster Owner	

C. SU are provided with adequate opportunity, time, and facilities to be visited by and to communicate with his/her counsel, or legal representative. 📷, 📄			
D. SU who are foreign nationals are provided reasonable facilities to communicate with the diplomatic and consular representatives of the State to which they belong. 📄			

Remarks: _____

13. Notification of Death, Illness and Transfer

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. The family and/or legal representative are informed of the death, serious illness, serious injury, or removal for medical treatment of the SU. 📄			
B. SU may be provided with the opportunity to attend the funeral of the deceased member of a family			


or visit a relative with critical illness. 📄			
C. Family members, carers and/or legal representatives of the SU have the right to apply for release and transfer of the SU to an appropriate mental health facility. 📄			

Remarks: _____

14. Investigation on Deaths Disappearances, Torture or other Cruel, Inhuman or Degrading Treatment or Punishment (CIDTP).

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. The facility has a mechanism/protocol in place to manage cases of death, disappearances, torture or other CIDTP. 📄			
B. Health care professionals document any signs of torture and other CIDTP. 📄			

	MONITORING TOOL FOR MENTAL HEALTH FACILITIES	DOCUMENT CONTROL NO.: CHR-
	Visitorial Division, Prevention Cluster Owner	Revision No. 000 Revision Date: ____ December 2023

C. The facility facilitates the return of the body of the deceased SU to his/her next of kin, as soon as possible. 			
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Remarks: _____

15. Mental Health Facility Personnel

Minimum Standard	Not complied	Partially Complied	Fully Complied
A. Personnel are appointed on a full-time basis and have civil service status with security of tenure.			
B. Personnel are given training on the rights of persons with mental disabilities as enumerated in the Mental Health Act.			
C. Personnel regularly undergo capacity building, reorientation and training to develop their ability to deliver evidenced-based, gender-sensitive, culturally			

appropriate and human rights oriented mental health service.			
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Remarks: _____

16. Others *(Please state other significant findings or observations)*

V. Good Practices, if any
(Cite the good practices or initiatives of the mental health facility that are worth replicating by other mental health facilities.)

	MONITORING TOOL FOR MENTAL HEALTH FACILITIES	DOCUMENT CONTROL NO.: CHR-
	Visitorial Division, Prevention Cluster Owner	Revision No. 000 Revision Date: ____ December 2023

VI. Incidences reported/monitored(per facility)

	Number of cases reported		Remarks (causes/updates)
	During the year of visit	During previous year	
Death/s			
Torture incident/s			
Escape			
Suicide			
Gender-based violence			

Inspection/Interview conducted by:

Name: _____
Position: _____
Signature: _____
Date: _____

List of Key Informants/Interviewee

Name	Designation	Office/Division/Unit