

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.10.03	Page 1 of 5
	Original Effective Date: 10/01/02; 05/06/02	New Effective Date: 09/08/14
	Supersedes: BHS100:03 BHS100:06	Dated: 08/26/05 08/26/05
	Last Reviewed, No Changes: 06/20/17	
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Administrative Meetings and Reports		

POLICY

All Division of Adult Institution facilities shall hold routine administrative and health staff meetings to discuss health care services, including dental and mental health. Statistical reports related to health services shall be generated monthly.

REFERENCES

Standards for Health Services in Prison, National Commission on Correctional Health Care, 2014, P-A-04 Administrative Meetings and Reports

DAI Policy 500.50.07 – Records Retention/Disposition Authorizations

DAI Policy 500.70.01 – Mental Health Screening, Assessment and Referral

DEFINITION, ACRONYMS, AND FORMS:

ACP – Advanced Care Provider

BHS – Bureau of Health Services

DAI – Division of Adult Institutions

DOC-3476 – Dental Quarterly Report

FMLA – Family Medical Leave Act

FTE – Full Time Equivalent

HSU – Health Services Unit

MRSA – Methicillin-resistant staphylococcus aureus

PSU – Psychological Services Unit

RHA – Responsible Health Authority

UWHC – University of Wisconsin Hospitals and Clinics

WCCS – Wisconsin Correctional Center System

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PROCEDURE

I. Meetings

- A. Facility administrative meetings shall be held monthly with the exception of WCCS facilities which shall meet at least once quarterly. Attendees shall include:
 1. RHA/designee.
 2. Warden/designee.
 3. Responsible Physician/ACP.
 4. PSU Supervisor/designee.
 5. Health Services security liaison.
 6. Dentist representation shall occur at least once quarterly.
 7. Other members of the health care and correctional staff as appropriate.

- B. Topics for discussion shall include:
 1. Fiscal Management
 - a. Overtime and above FTE hours worked.
 - b. Agency Hours.
 - c. LTE Hours.
 - d. Operational/equipment needs above \$500.
 2. Staffing/Personnel
 - a. Vacancies – List by Job Classification, identify status of filling.
 - b. Leave of absences, including FMLA.
 - c. Status of Personnel Concerns (i.e., climate, investigations).
 3. Clinical Issues
 - a. Access to Care (length of time to schedule with nurses, ACPs, dental, optometry, therapy).
 - b. Health Services volume for sick call, emergencies and routine appointments.
 - c. Number of chronic disease management patients and statistical trends for specialty care patients housed in the facility may include:
 - i. Asthma.
 - ii. Cancer.
 - iii. Chronic pain.
 - iv. Chronic Obstructive Pulmonary Disease.
 - v. Dementia.
 - vi. Diabetes.
 - vii. Dialysis and Chronic Kidney Disease.
 - viii. Dyslipidemia.
 - ix. Hepatitis B Virus.
 - x. Hepatitis C Virus and number receiving treatment.
 - xi. Human Immune Deficiency Virus.
 - xii. Hypertension.
 - xiii. Paraplegic/Quadriplegics.
 - xiv. Pregnant Females.
 - xv. Seizures Disorder.
 - xvi. Sickle Cell.
 - xvii. Tuberculosis.

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- d. Restrictive Housing rounds/issues.
 - e. Inmate grievances.
 - f. Extraordinary Health Care petitions/releases.
 - g. Deaths.
 - h. Suicides (actual/attempts).
 4. Infection Control
 - a. Monthly tuberculosis screening/number of positive test results.
 - b. Monthly MRSA numbers.
 - c. Any other Infection Control Issues.
 5. Environmental inspection reports.
 6. Education and training needs.
 7. Dental needs.
 8. Major mental illness according to DAI Policy 500.70.01.
 9. Continuous Quality Improvement Projects.
- C. Health staff meetings shall be held at least monthly, with written confirmation that those who were unable to attend reviewed the information discussed.
- D. Meeting minutes or summaries including who attended, and topics discussed shall be kept for reference according to DAI Policy 500.50.07. Copies shall be distributed to the attendees, BHS Director, Director of Nursing and facility assigned Health Service Nursing Coordinator.

II. Reports

- A. Statistical reports of health services shall be made monthly.
- B. The statistical reports shall be shared with the Warden/designee and utilized to monitor trends in the delivery of health care.
- C. Weekly reports include:
 1. Restrictive Housing appointments forwarded to BHS.
 2. Climate Report pertinent to HSU.
- D. Daily and monthly HSU statistical reports shall be entered into SharePoint by each facility HSU.
- E. Quarterly Reports for Dental Units includes DOC-3476 – Dental Quarterly Report, and as directed by Dental Director.
- F. Reports for PSU are included in SharePoint and as directed by the Mental Health Director, Psychology Director and Psychology Director.
- G. Reports for Medical Records are included in SharePoint and as directed by Health Information Supervisor/HIPAA Compliance Officer.
- H. Central Pharmacy Reports are as directed by Pharmacy Supervisor/designee.

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Bureau of Health Services: _____ **Date Signed:** _____
James Greer, Director

_____ **Date Signed:** _____
Ryan Holzmacher, MD, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.31.34	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Administrative Meetings and Reports		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other