

 <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 4
	Original Effective Date: 10/01/02; 05/06/02	New Effective Date: 08/31/20
	Supersedes: 500.10.03, BHS100:03 BHS100:06	Dated: 09/08/14, 08/26/05 08/26/05
	Administrator's Approval: Makda Fessahaye, 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 coordinate the health care delivery system through joint monitoring, planning, and problem resolution.

REFERENCES

Standards for Health Services in Prison, National Commission on Correctional Health Care, 2018 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 at least quarterly. Attendees shall include:
1. RHA/designee.
 2. Warden/designee.
 3. Responsible Physician/ACP.
 4. PSU Supervisor/designee.
 5. Health Services security liaison/designee.
 6. Dental representative.
 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. Monthly statistical reports should include service volume and incidents of certain illnesses, diseases and injuries (e.g., asthma, hypertension).
 - 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.

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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. Dental Quarterly Report, and as directed by Dental Director.
- D. Central Pharmacy Reports are as directed by Pharmacy Supervisor/designee.

Bureau of Health Services: _____ **Date Signed:** _____
Michael Rivers, Director of Administration

_____ **Date Signed:** _____
Paul Bekx, MD, Medical Director

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

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.10.03	Page 4 of 4
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