

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.30.06	<b>Page</b> 1 of 8
	<b>Original Effective Date:</b> 06/01/96, 10/15/01	<b>New Effective Date:</b> 04/08/24
	<b>Supersedes:</b> 500.30.06	<b>Dated:</b> 09/18/23
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 03/08/24	
	<b>Required Posting or Restricted:</b>	
<input checked="" type="checkbox"/> <b>PIOC</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Patient		
<b>Guidance Document:</b> <input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>		

**POLICY**

The Division of Adult Institutions shall provide and receive health care information for all PIOC transfers between adult facilities and jails to ensure continuity of care.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018 P-E-01 – Information on Health Services, P-E-03 – Transfer Screening, P-E-09 Continuity, Coordination, and Quality of Care During Incarceration

Wisconsin Statutes s. 302.388 – Prisoner Medical Records

DAI Policy 300.00.35 – Americans with Disabilities Act

DAI Policy 300.00.61 – Limited English Proficiency (LEP) Inmates

DAI Policy 500.30.07 – Special Needs

DAI Policy 500.50.02 – Health Care Record Format, Content and Documentation

DAI Policy 500.50.06 – Management of DOC Health Care Records

DAI Policy 500.70.01 – Mental Health Screening, Assessment and Referral

DAI Policy 500.80.15 – Transfer of Medications

Wis. Stat. s. 302.38 – Medical Care of Prisoners

Wis. Stat. s. 302.385 – Correctional institution health care

Wis. Stat. s. 302.386 – Medical and Dental Services for Prisoners and Forensic Patients

**DEFINITIONS, ACRONYMS AND FORMS**

ACP – Advanced Care Provider

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DOC-2077 – Health Transfer Summary

GCC – Gordon Correctional Center

HCR -Healthcare Record

<b>DAI Policy #:</b> 500.30.06	<b>New Effective Date:</b> 04/08/24	<b>Page</b> 2 of 8
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Patient		

HSU - Health Services Unit

MCC – McNaughton Correctional Center

MWCC – Milwaukee Women’s Correctional Center

OCS – Offender Classification Specialist

PIOC - Persons in Our Care

RN - Registered Nurse

SCCC – St. Croix Correctional Center

Temporary Hold – Status of PIOC who is in the process of transferring to a facility who stays in an intermediary facility generally for two to three days pending transfer to the identified receiving facility.

TLU – Temporary Lock Up

WCCS – Wisconsin Correctional Center System

## **PROCEDURES**

### **I. Responsibilities of Sending Facility Prior to Transfer**

- A. Review HCR and determine if transfer is appropriate. A RN shall review the HCR to determine if one or more of the following applies and notify OCS/Security that the PIOC cannot be transferred:
  1. Healthcare staff shall place a medical hold when treatment for a medical condition must be completed prior to transfer or the PIOC has a scheduled off-site appointment within 2 weeks of the scheduled transfer date.
  2. The receiving facility cannot accommodate the health care needs of the PIOC.
  3. PIOC with current Workman’s Compensation Claims shall not transfer until all of the medical appointments are completed, unless prior authorization from the receiving HSU Manager is obtained.
  4. PIOC on Hepatitis C treatment shall have a medical hold until treatment is complete unless medical needs warrant transfer.
  
- B. For facilities having security driven transfers (i.e., TLU) and health care staff are not available to review the HCR prior to transfer:
  1. WCCS security staff shall complete the top portion of the DOC -2077 and place it in an envelope labeled: Attention jail nurse.
  2. When next on site the RN shall follow up with the receiving facility to ensure review of the HCR and any accompanying transfer paperwork including updating the DOC 2077.

<b>DAI Policy #:</b> 500.30.06	<b>New Effective Date:</b> 04/08/24	<b>Page</b> 3 of 8
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Patient		

- C. Assess suitability for travel. Contact OCS/Security if special arrangements are necessary.
- D. Determine whether the receiving facility shall be notified of significant medical/dental information by telephone prior to the transfer. This includes facilities where the PIOC will be held as a temporary hold.
  - 1. In this case, both the temporary hold facility and the final receiving facility shall be notified.
  - 2. This contact shall be documented in the HCR. Some examples of significant medical information:
    - a. Insulin dependent diabetes management.
    - b. Hemodialysis.
    - c. Any unstable health conditions.
    - d. Oxygen concentrators.
    - e. Hemophilia.
    - f. Oral surgery within the previous two weeks.
    - g. Uncontained wounds.
- E. Upon transfer to and from the DCI Infirmary, a RN shall complete a nurse to nurse report.
- F. Assemble and transfer the paper HCR if applicable according to DAI Policy 500.50.06.
- G. Ensure the PIOC prescribed medications are transferred to the receiving facility according to DAI Policy 500.80.15.

## II. **Cancellation of Transfer due to Medical needs**

- A. A scheduled transfer shall be cancelled or postponed due to scheduled medical appointments, change in medical clearance or if the receiving site cannot accommodate PIOC medical needs.
- B. Sending site and receiving site HSM/designee shall consult and agree to the cancellation prior to notifying BOCM Transportation that a transfer must be cancelled.
- C. The sending site HSM/designee shall request to cancel the transfer by contacting: [DOCDAlBOCMTransportation@wisconsin.gov](mailto:DOCDAlBOCMTransportation@wisconsin.gov). The cancellation request shall include:
  - 1. If the transfer should be cancelled or postponed.
  - 2. If postponed, what day the transfer can occur.
- D. The sending site HSM/designee shall enter a WICS transfer hold; update medical classification and/or special handling as applicable.

<b>DAI Policy #:</b> 500.30.06	<b>New Effective Date:</b> 04/08/24	<b>Page</b> 4 of 8
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Patient		

- E. If the health services staff cannot come to a conclusion regarding placement, the assigned BHS Nursing Coordinator and Associate Medical Director shall be consulted for a decision.

**III. Responsibilities of Temporary Hold Facility (DAI Intra-System Transfer)**

- A. Medical: A RN shall review the HCR within 12 hours of arrival.
- B. Schedule the PIOC for a face-to-face assessment if there are complex health care needs.
- C. Ensure medications, supplies/equipment and modified diets are provided to the PIOC at the temporary hold facility.

**IV. Responsibilities of Receiving Facility**

- A. Register PIOC in PM Conversation assigning new ACP, Psychiatry and PSU.
- B. Medical: Review the HCR within 12 hours of arrival to ensure continuity of care. Within the WCCS and at MWCC, a RN shall review the health care record or DOC-2077 – Health Transfer Summary when next on-site.
  - 1. Review need for follow-up for any significant medical illness and schedule follow-up appointment.
  - 2. Review for any pending lab orders. Modify lab order to include the name of new ACP.
  - 3. Review for any labs ordered, collected or waiting for results.
  - 4. Review critical results.
  - 5. Schedule intake physical and med class if not already completed.
  - 6. Schedule any immunizations.
  - 7. Provide medications as ordered.
  - 8. Provide medical diet order to PIOC and food services.
  - 9. Refer to Psychiatry if on medications.
  - 10. Referral to Dental if indicated.
  - 11. Schedule annual health maintenance.
  - 12. Schedule optical exam if one not completed on intake.
- C. All medical restrictions/special needs shall remain in effect upon transfer until the HCR is reviewed following DAI Policy 500.30.07 – Special Needs.
- D. Schedule the PIOC for a face-to-face assessment as necessary if complex health care needs are present.
- E. Review confirmed/pending appointments and transfer into new facility scheduling queues.
- F. A Transfer Screen (Receiving Facility or Temp/Hold Facility) adhoc form shall be completed in the HCR indicating a PIOC was received at the facility, that a screening was completed, and shall include actions taken.

<b>DAI Policy #:</b> 500.30.06	<b>New Effective Date:</b> 04/08/24	<b>Page</b> 5 of 8
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Patient		

- G. Dental: Review the Dental Record on the next working day. Call the previous facility if the Dental Record did not accompany the PIOC.
  - 1. Incorporate the recall date into the receiving unit's recall system.
  - 2. The Dentist shall review the Dental Record for potential post-operative follow-up care.
  
- H. PSU shall follow DAI Policy 500.70.01.
  
- V. **Information Provided to PIOC About the Availability of Health Care Services**
  - A. Information may be provided by health services staff or facility staff.
  
  - B. If provided by facility staff, the content must be reviewed and approved by the Health Service Manager.
  
  - C. Written instructions may be in the form of a handbook, a handout, or signage in the PIOC housing area.
  
  - D. Signage shall be in the intake area instructing PIOC how to access care for immediate health needs. It shall include at minimum:
    - 1. How to request routine health care.
    - 2. How to request emergency health care.
  
  - E. Facilities shall ensure translated signage is posted in accordance with DAI Policy 300.00.61.
  
  - F. Facilities shall ensure PIOC who have difficulty communicating understand how to access health services in accordance with DAI Policy 300.00.35 and DAI Policy 300.00.61. These may include:
    - 1. Intellectually disabled.
    - 2. Illiterate.
    - 3. Mentally ill.
    - 4. Deaf.
    - 5. Visually impaired.
    - 6. Non-English speaking.
  
- VI. **Receiving PIOC from a County Jail**
  - A. The County Jail shall complete a DOC-2077 – Health Transfer Summary and send it to the DOC facility with the PIOC at the time of transfer.
  
  - B. The DOC-2077 – Health Transfer Summary shall be provided to the intake staff and forwarded to the onsite healthcare staff upon receipt of the PIOC.
  
  - C. Receipt of the DOC-2077 – Health Transfer Summary shall be verified by healthcare staff by completion of Section 8 of the form.

<b>DAI Policy #:</b> 500.30.06	<b>New Effective Date:</b> 04/08/24	<b>Page</b> 6 of 8
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Patient		

- D. Contact the sending facility if DOC-2077 – Health Transfer Summary did not arrive with the PIOC.
  - 1. Request the sending facility complete and fax immediately a DOC-2077 – Health Transfer Summary.
  - 2. The staff may refuse to accept a PIOC in the absence of the DOC-2077
- E. DOC-2077 – Health Transfer Summary shall be scanned into the Health Record according to DAI Policy 500.50.02.

**VII. Sending PIOC to a County Jail**

- A. The DOC-2077 – Health Transfer Summary shall be completed by healthcare staff.
- B. If healthcare staff are not available, non-HSU staff designated by the Warden/designee shall complete as much of the DOC-2077 – Health Transfer Summary as possible and send it with the PIOC at the time of transfer.
- C. When non-HSU staff complete the DOC-2077 – Health Transfer Summary:
  - 1. DOC healthcare staff shall review the form within 24 hours or when next on site for MWCC and all WCCS facilities, to complete Section 7 to verify the accuracy of the information and amend the form if necessary.
  - 2. This does not apply if the PIOC is returned to the facility within 24 hours.
  - 3. The reviewed and amended form shall be sent to the receiving facility as soon as possible either electronically or faxed.
- D. Place the completed DOC-2077 – Health Transfer Summary in a sealed envelope labeled:
  - 1. **CONFIDENTIAL MEDICAL INFORMATION**  
To be opened by healthcare staff or designated intake staff immediately  
PIOC name, DOC Number, Date of Transfer
  - 2. Scan a copy of the DOC-2077 – Health Transfer Summary in the Health Record according to DAI Policy 500.50.02.

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 500.30.06	<b>Page</b> 7 of 8
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Transfer of Patient		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

### REFERENCES

### DEFINITIONS, ACRONYMS AND FORMS

### FACILITY PROCEDURE

I.

A.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

### RESPONSIBILITY

I. Staff

II. PIOC

III. Other

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b>		
<b>New Effective Date:</b>	<b>DAI Policy Number:</b>	<b>Page 8 of 8</b>
<b>Chapter:</b>		
<b>Subject:</b>		