

 <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> 500.30.07	<b>Page</b> 1 of 8
	<b>Original Effective Date:</b> 00/00/00	<b>New Effective Date:</b> 05/05/23
	<b>Supersedes:</b> BHS 300:07, IMP 309 01A	<b>Dated:</b> 00/00/00
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 4/27/23	
<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> Special Needs		

**POLICY**

All Division of Adult Institution facilities shall provide medical restrictions and aids to reduce effects of impairment in a timely manner when medically indicated as determined by the Advanced Care Provider or Special Needs Committee.

**REFERENCES**

DAI Policy 309.20.01 - Inmate Personal Property  
DAI Policy 500.10.01 - Medical Autonomy  
DAI Policy 500.10.12 - Prior Authorization Guidelines for Non-Urgent Care  
DAI Policy 500.30.35 - Optometry Services  
DAI Policy 500.30.62 - Positive Airway Pressure Therapy  
DAI Policy 500.30.69 - Oxygen Therapy  
DAI Policy 500.40.06 - Routine Dental Treatments  
Standards for Health Services in Prisons, National Commission on Correctional Health  
P-F-01 2018, Patients with Chronic Disease and Other Special Needs  
Appendix 1: Guidelines for Restrictions/Special Needs

**DEFINITIONS, ACRONYMS AND FORMS**

ADA – Americans with Disabilities Act

Advanced Care Provider (ACP) – Provider with Prescriptive Authority

Aids to Impairment – Devices which are not essential to prevent significant deterioration in the health of the PIOC but are reasonably expected to significantly improve the quality of life for the PIOC as it relates to a chronic or ongoing medical condition.

BHS – Bureau of Health Services

BiPAP – Bilevel Positive Airway Pressure

CPAP – Continuous Positive Airway Pressure

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-0237 – Property Receipt/Disposition

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DOC-3035 – Health Service Request and Copayment for Health Services

DOC-3332 – Special Needs Evaluation Assessment

DOC-3332B – Medical Restrictions/Special Needs

DOC-3332C – Special Needs Evaluation Mobility Equipment

DOC-3332D – Functional Observation

DOC-3332E – Special Needs Alternative Footwear

DOC-3332F – Special Needs Mattress Evaluation

DOC-3332G – Special Needs Evaluation Pillows Wedges Blankets

DOC- 3332K – Special Needs Evaluation Low Bunk Low Tier

DOC-3758 – Notice of Special Needs Committee

Durable Medical Equipment (DME)– is equipment which can withstand repeated use and is primarily and customarily used to serve a medical purpose and generally is not useful to a person in the absence of an illness or injury.

HCR – Health Care Record

HSU – Health Services Unit.

Impairment – Something a person cannot do based on a diagnosed medical condition.

Permanent Impairment – A loss of function that results from an anatomic, physiologic, or psychologic abnormality acquired, inherited or congenital, which can be substantiated by medically acceptable clinical, laboratory or diagnostic techniques. The loss of function must be supported by medical or psychological evidence consisting of congruent signs, symptoms, and laboratory or diagnostic testing. The impairment cannot be based solely on the statement of the PIOC or medical provider. To be considered permanent, the impairment must have reached maximal medical improvement which means the condition is well stabilized and unlikely to change substantially with or without medical treatment.

Permanent Accommodation – Accommodation that is granted due to a permanent impairment that does not have to be annually reviewed and renewed. Must be reviewed and approved by Class III.

PIOC – Persons in Our Care

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Prior Authorization Committee (CLASS III) – A committee composed of licensed health care professional that meets 4 times a month to review the medical necessity of treatments, equipment, or restrictions.

Restriction – Ordered by a medical provider and defines something that a person should not do in order to avoid aggravating, accelerating or precipitating a diagnosed medical condition.

Special Needs Committee – A facility multidisciplinary committee that reviews requests for special needs/restrictions/adaptations.

WCCS – Wisconsin Correctional Center System

WICS – Wisconsin Integrated Computer System

WWCS – Wisconsin Women’s Correctional System

## **PROCEDURE**

### **I. Special Needs Committee**

- A. Each facility shall establish a Special Needs Committee to address PIOC requests for special needs items/restrictions/adaptations.
- B. Special Needs Committees shall be multidisciplinary and shall include at least:
  1. ADA Coordinator/designee.
  2. Health Service Manager.
  3. Administrative Captain or HSU security liaison.
- C. Additional Special Needs Committee membership may include:
  1. Recreation staff.
  2. Job site supervisors.
  3. Correctional Program Supervisor.
  4. Unit security staff.
- D. Special Needs Committees shall meet at least every 2 weeks unless there are no requests to review.
- E. A designated replacement committee member is necessary if a member is unable to attend.
- F. WCCS/WWCS may have alternative members, determined by the facility.

### **II. Special Needs Guidelines**

- A. Facilities shall work collaboratively with a multidisciplinary approach to review specific needs of individuals, without making every issue a special needs concern.

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- B. PIOC shall be directed to address their requests for special needs items/restrictions/adaptations to the committee utilizing DOC-3035.
- C. HSU staff may grant temporary special needs/restrictions/adaptations for short term use for a permanent impairment or an acute health problem without Special Needs Committee or Class III approval (maximum 90 days).
- D. HSU staff shall not extend special needs/restrictions/adaptations beyond the maximum 90 days without Special Needs Committee or Class III approval per DAI policy 500.10.12.
- E. Continued long term use after short term approval for special needs restrictions/adaptations requires the PIOC to request Special Needs Committee approval.
- F. Approval for special needs restrictions/adaptions shall only be granted for a maximum of one year.
- G. The PIOC is responsible to request review/renewal of the request/restriction/adaption prior to the expiration date.
- H. If a PIOC has a permanent impairment as documented by an ACP and reviewed and approved by the Class 3 Committee a permanent accommodation shall be ordered with no annual review needed.
- I. Appendix 1 serves as a guideline for granting medical needs restrictions/adaptations.
- J. Items not addressed through the Special Need Committee include:
  - 1. Property items that are available for purchase through canteen or in the approved catalogs according to DAI Policy 309.20.01 PIOC Personal Property.
  - 2. Restrictions or adaptations in lieu of purchasing property items (i.e. barber shaves instead of purchasing a shaver).
  - 3. Alternative property items for comfort that are already available for purchase by PIOC.
  - 4. Appliances or other items which are not approved through the DOC property guidelines.
  - 5. Lanyards are facility related items and shall be handled by the facility and not through Special Needs Committee or HSU for alternatives.
  - 6. Extra clothing/linen/shoes or specific sizes requested for comfort.
  - 7. Hygiene or facility related items.
- K. Special Needs Committee approval is not a way to circumvent the property guidelines.

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- L. Facility guidelines such as limiting hygiene supplies, garbage bags, toilet paper, time frames for mobility across facility are not a Special Needs Committee/HSU decision.
- M. Limits/time frames shall be addressed on a case-by-case basis at the unit level and not through Special Needs Committee/HSU.
- N. The facilities' special needs process shall be addressed during PIOC orientation by HSU staff.

### **III. Requests for Special Needs Medical Needs/Restrictions**

- A. PIOC shall request special needs restrictions/adaptations utilizing a DOC-3035.
- B. A special needs restrictions/adaptations assessment evaluation appointment shall be scheduled with HSU staff.
- C. HSU staff shall see the PIOC and determine if the request is appropriate for the Special Needs Committee review.
  1. If the request is not appropriate based on the previous section, the PIOC shall be informed at the appointment and directed to the appropriate venue for the request.
  2. If the request is appropriate a DOC-3332D may be sent to their housing unit for the designated staff to complete, if applicable.
  3. Upon completion by staff, the DOC-3332D shall be sent to HSU.
  4. A corresponding DOC-3332 related to the request shall be completed by HSU staff after review of the HCR.
  5. The completed forms listed in III. C. 2 and 3 shall be forwarded to the Special Needs Committee for review.
  6. HSU staff may find inadequate documentation of a medical need and refer to the ACP for evaluation.
  7. If there is adequate medical documentation of need, HSU staff shall forward it to the Special Needs Committee for review.
  8. After review, if the Special Needs Committee does not find there is adequate documentation by an ACP of a medical need, they may refer back to the ACP for review or an appointment. Staff shall forward additional information, such as the DOC-3332 completed by the housing unit staff, to the ACP for consideration in the provider assessment.
  9. Certain types of medical necessities require a Class III Committee approval (such as a special wheel chair, or other specialized DME).
    - a. If the ACP determines the item or request fits that criteria, the ACP shall present it to the Class III committee for approval.
    - b. If the request is more of a comfort or temporary need item the ACP shall refer it back to the Special Needs Committee.
  10. Once all information is gathered, the Special Needs Committee determines if the PIOC request is both allowable and supported under the special needs criteria for greater than 90 days up to one year.

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- D. If a PIOC places the same request for something that would fall under special needs and the assessment has not changed, it is not necessary to complete additional forms. It is necessary to document the assessment is unchanged.
- E. Only the Special Needs Committee or Class III shall approve or deny special needs requests beyond 90 days.

#### **IV. Documentation**

- A. A DOC-3758 shall be completed and sent to the PIOC.
- B. All special needs restrictions/adaptations shall be recorded in WICS under the Special Handling section.
  - 1. Enter effective dates, including both start and stop dates.
  - 2. Restrictions are only valid for the current incarceration.
- C. Any DME or appliances assigned permanently to a PIOC shall be entered on a DOC-0237 and processed by the property department and entered in WICS.

#### **V. Transfer to another DOC Facility**

- A. All current special needs restrictions/adaptations shall remain in effect upon transfer until the HCR is reviewed by HSU.
- B. Special needs restrictions/adaptations shall not be discarded or removed from the PIOC by property department staff.
- C. A Registered Nurse at the receiving facility shall review the special needs restrictions/adaptations upon transfer.
- D. Decisions by the Special Needs Committee from the sending facility may not be applicable or allowable at the receiving facility due to the physical plant issues, availability of certain equipment or security level of the facility.
- E. The decision of the Special Needs Committee shall be reviewed and may be revoked at the new facility upon review by the HSU staff.
  - 1. PIOC shall not be denied special needs items awaiting a review by the HSU.
  - 2. PIOC shall be assessed within 3 business days if the special needs restrictions/adaptation is in violation of the facility procedures, is not allowed due to the security level, does not fall into the established criteria/guideline or may not be needed due to a different physical plant.
  - 3. Requests for reconsideration by the PIOC are not subject to copayment as long as the special needs restrictions/adaptation is still current.

#### **VI. Release of PIOC**

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- A. Facility HSU staff shall determine whether DME is to be returned to the HSU or is allowed to release with the PIOC.
- B. Prior to release, HSU staff shall review all permanent medical appliances and inform the property department of the disposition of any items held by PIOC.
- C. Customized medical equipment including eyeglasses, hearing aids, dentures, braces, wheelchairs and aids to impairment shall be released with the PIOC.
- D. Discharge planning for medical equipment such as C-PAPSs, Bi-PAPs, oxygen concentrators and non-customized wheelchairs is necessary.
- E. Arrangements shall be made to facilitate the provision of equipment from a vendor in the community.
- F. Special needs restrictions/adaptations are null and void upon release.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Special Needs		
<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.

IV. Other