

 <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> 500.30.49 (E)	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 12/08/17	<b>New Effective Date:</b> 04/08/19
	<b>Supersedes:</b> 500.30.49 (E)	<b>Dated:</b> 12/08/17
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
	<b>Required Posting or Restricted:</b> <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Initial Health Assessment (EMR)		

**POLICY**

The Division of Adult Institutions shall ensure all patients receive an initial health assessment by an Advanced Care Provider upon admission.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018 – P-E-04 Initial Health Assessment  
DAI Policy 500.30.35 – Optometry Services  
DAI Policy 500.30.55 – Chronic Disease Services  
DAI Policy 500.40.06 – Routine Dental Treatments  
DAI Policy 500.70.01 – Mental Health Screening, Assessment and Referral

**DEFINITIONS, ACRONYMS AND FORMS**

Advanced Care Provider (ACP) – Provider with prescriptive authority.

ATR – Alternative to Revocation

DOC – Department of Corrections

DOC-2077 – Health Transfer Summary

EMR – Electronic Medical Record

H&P – History and Physical

PAP – Papanikolaou Smear

Health Assessment – Assessment of an individual's health status that provides the initial database for health care to be recommended during incarceration. Health assessment provides essential information for the diagnosis of health conditions that are preventable or treatable and continuity of care for chronic health conditions.

New Admission – Has not had an assessment within the Wisconsin Department of Corrections greater than 12 months.

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Significant Medical Condition – Patients including, but not limited to, those who are known to have conditions such as diabetes, cardiac disease, seizure disorders, asthma and end stage liver disease, those with cancer or immunosuppression, dialysis patients and those who have had recent hospitalization admissions or surgery.

WICS – Wisconsin Integrated Computer System

## **PROCEDURE**

### **I. General Guidelines**

- A. All inmate patients shall receive an initial health assessment as soon as possible but no later than ten days (male), 7 days (female) of admission to the DOC. It is appropriate to complete an assessment earlier for inmate patients with acute illness or more complex health needs.
- B. Inmate patients with acute illness or clinically significant health needs shall have their initial health assessment as soon as possible.

### **II. Health Assessment and Plan of Care**

- A. The initial health assessment shall include, but is not limited to:
  1. Review of the health history including the DOC-2077 – Health Transfer Summary and the review of receiving screening results.
  2. Review of the height, weight and vital signs.
  3. Collection of additional information to complete the medical, dental, and mental health histories taken during the receiving screening and any subsequent encounters.
  4. Review diagnostic labs and tests including those for screening of communicable diseases and order additional tests and immunizations as needed.
- B. During the initial assessment, an Intake H&P with additional tests as needed based on age and gender as determined by the ACP shall be completed. The PAP can be omitted if there is documentation the patient is a short-term admission (less than 6 months) such as an ATR.
- C. Initial diagnoses shall be added to the problem list.
- D. The diagnostic and therapeutic plan of care shall be documented for each problem identified as clinically indicated.
- E. The ACP shall complete a Medical Classification for housing, work, activity, or activity restrictions and any identified medical contraindications.
- F. The Medical Classification shall be entered into WICS.
- G. All orders for further diagnostic evaluations, referrals and/or treatment for specific health conditions shall be discussed with the inmate patient.

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- H. Education regarding prescribed medications shall be completed and documented.
- I. Patients with diagnosed chronic conditions or medical conditions requiring continued care shall be scheduled for follow-up care. See DAI Policy 500.30.55.

**III. Optometry Screening**

- A. An optometry screening shall be completed by trained HSU staff and documented.
- B. A referral to optical shall be completed for refractory concerns not corrected by the inmate patient's current corrective lenses and anyone with contact lenses based on DAI Policy 500.30.35.

**IV. Oral Screening and Examination follow DAI Policy 500.40.06.**

**V. Mental Health Screening and Examination follow DAI Policy 500.70.01.**

**VI. Readmissions**

- A. Review previous health care record.
- B. The patient's health status shall be reviewed and updated with new information as noted in II. Above.

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

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Dr. Paul Bekx, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Mary Muse, Nursing Director

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b>	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Initial Health Assessment (EMR).		
<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. Inmate

III. Other