

 <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> 500.30.56	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 05/15/03	<b>New Effective Date:</b> 02/26/24
	<b>Supersedes:</b> 500.30.56	<b>Dated:</b> 06/01/18
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 02/15/24	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Receiving Screening		

**POLICY**

The Division of Adult Institutions shall ensure a receiving screening is performed on all PIOC on arrival to ensure that emergent and urgent health needs are met.

**REFERENCES**

CDC – Adult Immunization Schedule by Age.

<https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html#addendum-adult>. April 27, 2023.

DAI Policy 500.30.06 – Transfer of I Patient

DAI Policy 500.30.49 – Initial Health Assessment

DAI Policy 500.60.02 – Tuberculosis Control Program

DAI Policy 500.70.01 – Mental Health Screening

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-E-02 – Receiving Screening

DAI Policy 500.80.03 – Medication Reconciliation – Continuation of Medication

Wisc. Stat. s. 302.38 – Medical care of prisoners

Wisc. Stat. s. 302.385 – Correctional health care

**DEFINITIONS, ACRONYMS, AND FORMS**

Advanced Care Provider (ACP) – Provider with prescriptive authority

DOC-2077 – Health Transfer Summary

DOC-3263 – HIV Antibody Testing Information and Declination

HCR- Healthcare Record

Medical Clearance – A documented medical assessment before an individual is admitted into the facility. The medical clearance may come from on-site health staff or an off-site hospital.

PIOC – Persons in our Care

Receiving Screening – A process of structured inquiry and observation intended to identify potential emergency situations among new arrivals and to ensure patients with known illnesses and those on medications are identified for further assessment and continued treatment.

<b>DAI Policy #:</b> 500.30.56	<b>New Effective Date:</b> 02/26/24	<b>Page</b> 2 of 4
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Receiving Screening		

RN – Registered Nurse

SLH – State Lab of Hygiene

## **PROCEDURE**

### **I. General Guidelines**

- A. Immediately upon arrival to a facility, correctional staff shall quickly inspect individuals to determine who may be too ill to wait for a routine screening or be admitted.
- B. Immediate health needs shall be identified and addressed.
- C. PIOC who are identified as unconscious, semiconscious, bleeding, mentally unstable, severely intoxicated, exhibiting symptoms of alcohol or drug withdrawal, or otherwise urgently in need of medical attention shall be referred immediately for care and medical clearance into the facility.
- D. If a PIOC is referred to a hospital and then returned, their admission to the facility shall be predicated on written medical clearance from the hospital with re-evaluation by on-site health care staff upon return to the facility.
- E. Potentially infectious PIOC shall be isolated from the general population.
- F. A receiving screening shall take place for all PIOC as soon as possible by an RN.
- G. Health staff shall regularly monitor the receiving screening process to determine the safety and effectiveness of the intake process.

### **II. Receiving Screening**

- A. Review the PIOC DOC-2077 – Health Transfer Summary from the county jail and date, sign and time at the bottom acknowledging the information recorded on the form was reviewed.
- B. Review any other health care documents sent with PIOC.
- C. A receiving screening is conducted to:
  - 1. Ensure emergent and urgent health needs are met.
  - 2. Identify any health needs requiring intervention prior to the initial health assessment per DAI Policy 500.30.49.
  - 3. Identify and isolate PIOC who appear potentially contagious.
  - 4. Appropriately obtain a medical clearance as necessary.
- D. PIOC shall not be released from the intake area until the receiving screening is completed.
- E. An intake screening medical history shall be documented in the HCR.

<b>DAI Policy #:</b> 500.30.56	<b>New Effective Date:</b> 02/26/24	<b>Page</b> 3 of 4
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Receiving Screening		

- F. The RN shall review the medical history with the PIOC upon intake and document in the HCR the following:
1. Current and past illnesses, health conditions or special health requirements (e.g., hearing impairment, visual impairment, wheelchair, mobility equipment and medical devices)
  2. Past serious infectious diseases
  3. Sexual History
  4. Recent communicable illness symptoms (e.g., chronic cough, coughing up blood, lethargy, weakness, weight loss, loss of appetite, fever, night sweats)
  5. Past or current mental illness, including hospitalizations
  6. History of or current suicidal ideation
  7. Dental problems (decay, gum disease, abscess)
  8. Allergies
  9. Dietary needs
  10. Prescription medications (including type, amount, and time of last use)
  11. Legal and illegal drug use (including type, amount, and time of last use)
  12. Current or prior withdrawal symptoms
  13. Possible, current or recent pregnancy
  14. If a female reports current opiate use, immediately offer a test for pregnancy to avoid opiate withdrawal risks to fetus.
  15. Appearance (e.g., sweating, tremors, anxious, disheveled)
  16. Behavior (e.g., disorderly, appropriate, insensible)
  17. State of consciousness (e.g., alert, responsive, lethargic)
  18. Ease of movement (e.g., body deformities, gait)
  19. Breathing (e.g., persistent cough, hyperventilation)
  20. Skin (including lesions, jaundice, rashes, infestations, bruises, scars, tattoos and needle marks or other indications of drug abuse)
- G. The disposition (immediate vs. routine referrals) and living arrangements of the PIOC shall be determined by the RN through the nursing process and be documented in the HCR.
- H. Standard Admission Orders shall be signed by the ACP.
- I. Historical and currently prescribed medications shall be recorded by the RN and then timely reconciled by an ACP.
- J. Provide medically necessary supplies and equipment.
- K. Initiate tuberculosis screening per DAI Policy 500.60.02. Provide written information regarding the availability of health services as identified in DAI Policy 500.30.06.
- L. Orders shall be entered through the standard admission orders powerplan within the HCR.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b> 00/00/00	<b>DAI Policy Number:</b> 500.30.56	<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> Receiving Screening		
<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