

 <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> 500.30.59	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 12/08/17	<b>New Effective Date:</b> 09/07/23
	<b>Supersedes:</b> 500.30.59	<b>Dated:</b> 01/11/21
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 07/31/23	
<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> Discharge Planning		

**POLICY**

Division of Adult Institution facilities shall ensure that discharge planning is provided for patients with serious health needs whose release is imminent.

**REFERENCES**

Standards for Health Care in Prisons – National Commission on Correctional Health Care, 2018, P-E-10 – Discharge Planning  
DAI Policy 500.70.29 – Mental Health Release Planning  
Wisconsin Statutes s. 302.38 - Medical Care of Prisoners

**DEFINITIONS, ACRONYMS AND FORMS**

Advanced Care Provider (ACP)-Provider with prescriptive authority

CPS – Central Pharmacy Services

DME - Durable Medical Equipment

DOC – Department of Corrections

DOC-2077 – Health Transfer Summary

DOC-3397 – Patient Acknowledgement of Non-Safety Packaging for Discharge

HCR – Healthcare Record

HSU – Health Services Unit

OTC – Over the counter

PIOC – Persons in Our Care

PRN – as needed

Release Planning – Multidisciplinary review of the PIOC health to ensure identified needs are met during transition to the community.

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## **PROCEDURE**

### **I. HSU Notification**

The facility's Record Office shall notify the HSU of a PIOC scheduled release in a timely manner.

### **II. Release Medication**

A. For planned releases, HSU shall request release medication through Medication Request in the HCR.

B. CPS shall provide HSU with:

1. A 30-day in-hand supply of all prescription medications.
2. Any prescription PRN medications dispensed by CPS shall be limited to 60 doses.
3. 30-day supply of insulin.

C. HSU shall provide a 30-day supply of Diabetic Management Supplies, including:

1. Blood glucose meter
2. Lancets
3. Syringes
4. Test strips

D. ACPs shall provide the PIOC with a prescription for a 30-day supply of prescribed medications with one refill (total of 60 days). The ACP may lower this amount if the medication is time-limited or if a lower amount is otherwise clinically indicated.

E. If an ACP is not available to provide written prescriptions, an ACP may be contacted to authorize prescriptions to be called into a pharmacy identified by the PIOC.

F. In the event release meds are needed and have not been provided by CPS, HSU staff may provide medications previously dispensed by CPS from medications at HSU or in possession of the PIOC. Staff shall document these medications on DOC-3397, which shall be signed by the PIOC and scanned into the HCR.

### **III. Release Planning**

A. For PIOC with identified medical or dental needs, health care staff shall:

1. Provide information for follow-up care in the community to the extent possible while the person is incarcerated.
2. Coordinate release plans as applicable, with the assigned social worker and parole agent.
3. Provide education as applicable about release plans to the patient, guardian or activated Power of Attorney for Health Care.
4. Document release plan in the HCR via health summary Ad Hoc form.

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5. Arrange specialized transportation upon release when necessary.
  6. Complete a DOC-2077 if a patient is being released to a County Jail or other Correctional System.
- B. Mental health release planning is further described in DAI 500.70.29, Mental Health Release Planning.

#### **IV. Medical Equipment and Supplies**

- A. Health care staff shall plan to secure medically necessary equipment as determined by the ACP (e.g., assistive devices, C-Pap, Bi-Pap, oxygen) from a DME provider upon release.
- B. If medical equipment cannot be secured from a DME provider, arrangements shall be made to supply these items upon release.
- C. Patients with special care needs who are being transferred to nursing homes, community-based facilities or group homes require coordination of care to determine what medical supplies, equipment and medication is necessary at the receiving facility.

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Discharge Planning		
<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