

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.30.59	Page 1 of 4
	Original Effective Date: 10/15/02	New Effective Date: 02/16/18
	Supersedes: 500.30.59	Dated: 10/28/14
	Administrator's Approval:	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Discharge Planning		

POLICY

Division of Adult Institution facilities shall facilitate discharge planning for patients who have a scheduled release date to the community.

REFERENCES

Standards for Health Care in Prisons – National Commission on Correctional Health Care, 2018, P-E-13 – Discharge Planning
DAI Policy 300.00.27 – Medical Guardianship
DAI Policy 500.00.01 – Advance Directives for Health Care

DEFINITIONS, ACRONYMS, AND FORMS

CPS – Central Pharmacy Services

Discharge Planning – Multidisciplinary review of the inmate patient's health to ensure identified needs are met during transition to the community.

DOC – Department of Corrections

DOC-2077 – Health Transfer Summary

DOC-3003 – Health Summary

DOC-3397 – Discharge Medication Request

HSU – Health Services Unit

Multidisciplinary Coordination – A review the plan of care involving applicable disciplines participating in the care and treatment of the inmate patient with complex needs.

OTC – Over the counter

STI – Sexually Transmitted Infection

TB – Tuberculosis

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PROCEDURE

- I. Records shall notify HSU of an inmate patient's scheduled release in a timely manner. Regardless of time of notification, ongoing patient care needs shall be addressed.
- II. Health staff shall anticipate and begin planning for discharge or release for eligible patients upon admission.
- III. HSU shall coordinate release needs with Social Services, family and/or guardian/activated Power of Attorney for Health Care, the inmate patient and the assigned probation and parole agent to establish an appropriate plan prior to release.
- IV. Arrangements and/or referrals shall be made for follow-up community services for those with critical medical or mental health needs or care as required by public health laws (e.g., STIs, active TB).
 - A. Community resources are provided with instruction to the inmate patient on the importance of continuity of care and appropriate follow-up.
 - B. Inmate patients with special care needs who are being transferred to nursing homes, community based facilities, group homes or other community facilities require specialized planning for continuity of care. Coordination regarding medical supplies, equipment and medication shall be discussed in these situations as the receiving facility may supply certain items.
 - C. Complete DOC-3003 – Health Summary, place the original in the medical chart Correspondence Section and provide a copy to inmate patient upon release. A DOC-2077 – Health Transfer Summary may be substituted if an inmate patient is being discharged to a County Jail or the Correctional System.
 - D. Submit a “med request” through the EMR or complete the DOC-3397 – Discharge Medication Request and send to CPS no sooner than 14 days prior to release to ensure provision of:
 1. A two week supply of all prescribed medications, and certain OTCs as described on the DOC-3397 – Discharge Medication Request the DOC-3397 shall be reviewed and signed by the inmate patient with the original placed in the medical chart under Medications Tab and a copy sent with the inmate patient upon discharge.
 2. A prescription for a 30 day supply of all prescription medications.
 3. A two week supply of Diabetic Management Supplies including:
 - a. Insulin.
 - b. Blood glucose meter.
 - c. Lancets.
 - d. Syringes.
 - e. Test strips.

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- 4. Necessary medical equipment (e.g., assistive devices, C-Pap, Bi-Pap, oxygen).

- V. Multidisciplinary coordination and discharge planning shall occur to meet inmate patient needs at discharge. The discharge plan shall be documented in the inmate patient's medical chart and communicated with appropriate personnel.

- VI. Specialized transportation shall be arranged prior to scheduled release if alternate arrangements are necessary due to medical need.

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

_____ **Date Signed:** _____
Paul Bekx, MD, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

Administrator's Approval: _____ **Date Signed:** _____
James Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.30.59	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Discharge Planning		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

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