

 <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> 500.70.08	<b>Page</b> 1 of 7
	<b>Original Effective Date:</b> 03/28/11	<b>New Effective Date:</b> 03/16/15
	<b>Supersedes:</b> 500.70.08	<b>Dated:</b> 10/31/14
	<b>Administrator's Approval:</b> Cathy A. Jess, Administrator	
<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> Wisconsin Resource Center Transfers		

**POLICY**

The Division of Adult Institutions shall manage referrals to the Wisconsin Resource Center to ensure that inmate patients most in need of more intensive services receive them.

**REFERENCES**

Wisconsin Statutes s. 46.056 – Wisconsin Resource Center

Wisconsin Administrative Code Ch. DOC 302 – Assessment and Evaluation, Security Classification and Sentence Computation

DAI Policy 500.50.02 – Emergency Prescribed Medication for Self-Administration

DAI Policy 500.70.25 – Suicide Prevention in Adult Correctional Facilities

DAI Policy 500.80.15 – Transfer of Medication

**DEFINITIONS, ACRONYMS, AND FORMS**

BOCM – Bureau of Offender Classification and Movement

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-1479 – Referral for Mental Health Placement

DOC-1479A – Referral for Mental Health Placement Addendum

DOC-3726 – WRC/WWRC Medical Clearance

F-20070 – Program Review Committee (PRC) – Reception Status

F-20715 – Review for Mental Health Placement – WRC Response

F-5596D – Release/Transfer Summary – Inmate

Health Care Record – Confidential DOC record maintained for each inmate consisting of all or some of the following components: gray/green and/or orange short-term inmate admission Medical Chart, Infirmary Chart, Hemodialysis Chart, Dental Record, Psychological Records (Copies) – Medical Chart envelope, Medications Record-Medical Chart envelope, Patient Request Folder, Psychological Services Unit Record (DAI),

<b>DAI Policy #:</b> 500.70.08	<b>New Effective Date:</b> 03/16/15	<b>Page</b> 2 of 7
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Wisconsin Resource Center Transfers		

Clinical Services File (DJC), and other components as defined by the Bureau of Health Services.

Health Care Staff – PSU staff and HSU staff.

HSU – Health Services Unit

HSU Staff – Employees classified as HSU Manager, Psychiatrist, Physician, Physician Assistant, Pharmacist, Dentist, Nurse Practitioner, Optometrist, Registered Nurse, Licensed Practical Nurse, Physical Therapist, Radiologic Technician, or any other clinical classification that is directly supervised by Health Services.

Mental Health Staff – PSU Staff and Psychiatrists

PDE-373A – WRC Inmate Approved Articles and Limits List

Psychological Services Unit (PSU) Staff – Employees classified as Psychologist Supervisor, Psychologist-Licensed, Psychological Associate A or B, Crisis Intervention Worker, Psychological Services Assistant, Clinical Social Worker, or any other clinical classification that is directly supervised by Psychological Services.

Referrals Transfer List – An electronic spreadsheet that is maintained in a DAI groups folder by the WRC Admissions Coordinator and used to organize and prioritize transfers between DOC facilities and WRC. This document shall include a prioritized list of inmate patients who are approved for transfer from DAI facilities to WRC and a Transfer Out list of inmate patients who are ready to be transferred from WRC to a DAI facility.

SPN – Special Placement Need

Wisconsin Integrated Corrections System (WICS) – An electronic offender management database in use by the DOC.

WRC – Wisconsin Resource Center

## **PROCEDURE**

### **I. Referral Prioritization**

The following inmate patients shall be prioritized for referral and admission to WRC when mental health staff determine that treatment at WRC would be beneficial:

- A. Inmate patients who exhibit significant symptoms of serious mental illness, such as psychosis or serious mood disturbance.
- B. Inmate patients who exhibit significant suicide risk or engage in serious self-harm behaviors.

<b>DAI Policy #:</b> 500.70.08	<b>New Effective Date:</b> 03/16/15	<b>Page</b> 3 of 7
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Wisconsin Resource Center Transfers		

- C. Inmate patients with developmental disabilities, cognitive problems, or social skills deficits that lead to impaired functioning or vulnerability within a correctional environment.
- D. Inmate patients with a history of serious mental illness who continue to have residual functional impairments that may be responsive to further treatment.
- E. Inmate patients with both Axis I and II disorders that result in impaired ability to function within a correctional environment.
- F. Inmate patients whose treatment needs would benefit from specialized programs and treatment interventions available at WRC.

## **II. Maintenance of Referrals Transfer List**

- A. WRC referrals on DOC-1479 – Review for Mental Health Placement and DOC-1479A – Referral for Mental Health Placement Addendum shall be in sufficient number to keep an ongoing approved transfer list of at least six inmate patients for:
  - 1. Columbia Correctional Institution.
  - 2. Green Bay Correctional Institution.
  - 3. Waupun Correctional Institution.
- B. WRC referrals on DOC-1479 and DOC-1479A shall be in sufficient number to keep an ongoing approved transfer list of at least three inmate patients for:
  - 1. Fox Lake Correctional Institution.
  - 2. Jackson Correctional Institution.
  - 3. Kettle Moraine Correctional Institution.
  - 4. New Lisbon Correctional Institution.
  - 5. Oshkosh Correctional Institution.
  - 6. Racine Correctional Institution.
  - 7. Redgranite Correctional Institution.
  - 8. Stanley Correctional Institution.
- C. The Psychologist Supervisor/designee of a referring facility may contact the WRC Admissions Coordinator to alter the priority of the inmate patients on the Referrals Transfer List for his or her facility in response to the changing clinical needs of inmate patients.

## **III. Referral Process During Business Hours**

- A. PSU staff shall complete DOC-1479 – Review for Mental Health Placement and DOC-1479A – Referral for Mental Health Placement Addendum and forward to the WRC Admissions Coordinator. Health Service Review portion is not needed.
- B. PSU staff shall notify the HSU Manager that a medical clearance for WRC is needed.

<b>DAI Policy #:</b> 500.70.08	<b>New Effective Date:</b> 03/16/15	<b>Page</b> 4 of 7
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Wisconsin Resource Center Transfers		

- C. HSU staff shall complete DOC-3726 – WRC/WWRC Medical Clearance and forward to the WRC Director of Nursing to indicate whether there are significant medical issues or there are concerns about intake of food or fluids.
- D. After review of DOC-1479, DOC-1479A and DOC-3726 by the WRC Admissions Team, the WRC Admissions Coordinator shall forward F-20715 – Review for Mental Health Placement – WRC Response to the referring facility, indicating acceptance or rejection of the referral.
- E. If WRC approves the referral, the WRC Admissions Coordinator/designee shall record the inmate patient's name on the Referrals Transfer List and give it a prioritization of moderate, high, or urgent.
- F. If WRC approves the referral, the Psychologist Supervisor/designee shall refer the inmate patient to the facility's BOCM office for a classification action.

#### **IV. Referral Process Outside of Business Hours**

If the referral is outside of business hours, the Psychologist Supervisor or designee shall contact the on-site facility's BOCM office the next business day to initiate a classification action.

#### **V. BOCM Review**

- A. BOCM shall receive and review approved portions of the DOC-1479 – Review for Mental Health Placement from PSU. If additional information is needed to perform classification functions, BOCM staff may request the DOC-1479A – Referral for Mental Health Placement Addendum.
- B. BOCM shall initiate a classification action upon acceptance by the WRC Admissions Coordinator via F-20715 – Review for Mental Health Placement – WRC Response.
- C. The initial review for WRC placement will result in assignment of custody according to Wisconsin Administrative Code Ch. 302.
- D. BOCM shall complete a hearing and document the following in the classification action:
  - 1. The review of DOC-1479.
  - 2. The behaviors/reasons for the referral.
  - 3. The acceptance of the referral by the WRC Admissions Coordinator.
- E. All initial placement/transfers to WRC are temporary. The sending site shall be retained as the permanent site with the following exceptions:
  - 1. The inmate patient receives a change in custody.
  - 2. The inmate patient has a Special Placement Need (SPN) at the sending site.
  - 3. The inmate patient is at an intake site. Permanent site placement shall be assigned upon completion of WRC programming. BOCM offices shall

<b>DAI Policy #:</b> 500.70.08	<b>New Effective Date:</b> 03/16/15	<b>Page</b> 5 of 7
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Wisconsin Resource Center Transfers		

coordinate the need for an initial or reclassification hearing for inmate patients staffed with limited information.

4. It is not in the best interest of the inmate patient and his/her treatment plan to return to the sending site.
- F. BOCM shall advise on-site PSU staff and the WRC Admissions Coordinator upon the decision/completion of the classification action.
  - G. BOCM shall schedule transfers to and from WRC in collaboration with the WRC Admissions Coordinator.

## **VI. Transfer of Inmate Patients from DAI to WRC**

- A. The WRC Admissions Coordinator shall notify the Psychologist Supervisor/designee at a facility when WRC is ready to accept an inmate patient from the Referrals Transfer List and shall request that a transfer be scheduled in WICS. An inmate patient from the Transfer Out List may be transferred to the sending facility in exchange for the inmate patient who is being transferred to WRC.
- B. WRC staff may request that an inmate patient be medically evaluated prior to transfer to ensure medical stability. The medical evaluation may take place at the institution, a local emergency room, or other appropriate facility.
- C. The sending facility shall send all of the transferring inmate patient's property to WRC. Allowable property at WRC is described on PDE-373A – WRC Inmate Approved Articles and Limits List.
- D. With the exception of emergency medications as described in DAI Policy 500.00.02, no medications shall be sent with patients transferring to WRC per DAI Policy 500.80.15.
- E. The sending facility shall send with the inmate patient at the time of transfer to WRC all components of the DOC Health Care Record maintained in the HSU and PSU.

## **VII. Review Process Upon Arrival at WRC**

- A. A Team of WRC multidisciplinary staff shall determine placement status within 90 days of admission. When the determination is made to either retain the inmate patient at WRC or return the inmate patient to DAI, WRC staff shall forward F-20070 – Program Review Committee (PRC) – Reception Status to BOCM.
- B. BOCM shall complete a subsequent action describing the inmate patient's status as indicated on F-20070. One of the following placement statuses will be identified:
  1. No need to retain at WRC. The inmate patient will be returned to DAI per the classification action.

<b>DAI Policy #:</b> 500.70.08	<b>New Effective Date:</b> 03/16/15	<b>Page</b> 6 of 7
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Wisconsin Resource Center Transfers		

2. Retain at WRC. The inmate patient’s placement shall be altered from temporary to permanent.

**VIII. Transfer of Inmate Patients from WRC to DAI**

- A. WRC shall make efforts to return inmate patients to the sending facility upon completion of treatment, although at times this may not be appropriate or possible. Inmate patients received from intake sites shall be placed at sites designated per the classification action.
- B. Transfers to DAI shall take place Monday through Thursday, excluding holidays, furlough days, and days preceding holidays and furlough days. If unusual circumstances require a transfer on an excluded day, WRC staff shall give prior notice to the Mental Health Director or Psychology Director.
- C. Transfers of complex inmate patients shall be preceded by a multidisciplinary staffing between WRC staff and receiving facility staff to discuss clinical issues and treatment plans.
  1. This staffing may take place in person, via videoconference, or via the phone.
  2. A complex inmate patient is one who has exhibited significant disruptive, aggressive or self-harm behavior at WRC in the 60 days prior to the anticipated transfer.
- D. Routine transfers shall be preceded by a discussion between a WRC clinician familiar with the case and the Psychologist Supervisor/ designee at the receiving facility.
- E. WRC shall send with the inmate patient at the time of the transfer all components of the DOC Health Care Record received at the time of the placement at WRC, including a completed F-5596D – Release/Transfer Summary – Inmate.
- F. WRC shall maintain the DOC Health Care Record in accordance with DAI policies for record management.

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

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
 Ryan Holzmacher, MD, Medical Director

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

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
 Kevin Kallas, Mental Health Director

**Administrator’s Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
 Cathy A. Jess, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 500.70.08	<b>Page</b> 7 of 7
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Wisconsin Resource Center Transfers		
<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