

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.10.17	Page 1 of 5
	Original Effective Date: 01/15/03	New Effective Date: 01/25/21
	Supersedes: 500.10.17	Dated: 10/01/18
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Diagnostic-Rehabilitation Services On-Site		

POLICY

All Division of Adult Institution facilities shall ensure the facility provides the necessary on-site diagnostic services for patient care.

REFERENCES

Standards for Health Care in Prisons – National Commission on Correctional Health Care 2018 P-D-04 – On-Site - Diagnostic Services

Wisconsin Statutes s. 252.15 – Restriction on use of an HIV test

Wisconsin Statutes s. 302.38 – Medical Care of Prisoner

Wisconsin Statutes s. 302.385 – Correctional Health Care

Wisconsin Statutes s. 302.386 – Medical and Dental Services for Prisoners and Forensic Patients

DEFINITIONS, ACRONYMS AND FORMS

Advanced Care Provider (ACP) – Provider with prescriptive authority

BHS – Bureau of Health Services

CLIA – Clinical Laboratory Improvement Amendment

Diagnostic services – Include biomedical and imaging services and results used to make clinical judgments. These diagnostic services may be provided by reference laboratories, hospital radiology and laboratory departments, public health agencies or correctional facilities.

DOC – Department of Corrections

HSU – Health Services Unit

PCR – Polymerase chain reaction

PPM – Provider-Performed Microscopy

Responsible Health Authority (RHA) – Responsible for the facility's health care services, and arranges for all levels of health care and assures quality, accessible, and timely health services for patients.

DAI Policy #: 500.10.17	New Effective Date: 01/25/21	Page 2 of 5
Chapter: 500 Health Services		
Subject: Diagnostic-Rehabilitation Services On-Site		

PROCEDURES

- I. **Contractual agreements with qualified laboratory, diagnostic and consultant services shall be arranged through BHS to facilitate cost-effective services in the community when feasible and necessary to facilitate cost benefit services.**
 - A. The RHA maintains documentation that on-site diagnostic services are certified or licensed to provide that service.
 - B. The current list for procurement may be obtained from VendorNet at <https://vendornet.wi.gov>.
 - C. Facilities shall utilize the contracted vendor awarded the contract for specific services.
 - D. These contracts are mandatory unless the service is not available in the area or an emergency exists.
 - E. Each facility shall designate a local facility for emergency diagnostic testing.
 - F. Wisconsin State Laboratory of Hygiene shall be utilized for the following laboratory services:
 1. HIV – Diagnostic panel (not viral load).
 2. Hepatitis B – Diagnostic panel only.
 3. Hepatitis C – Diagnostic test and qualitative PCR only.
 4. VDRL – Venereal Disease Research Laboratory.
 5. Chlamydia.
 6. Gonorrhea.
 7. Sputum specimens for Tuberculosis.
 8. PAP – Papanicolaou smears.
 - G. Each HSU shall have manuals or electronic resources from the Wisconsin State Laboratory of Hygiene and the current laboratory contract, which include instructions on collection, storage and delivery of specimens.
 - H. To assure accuracy when diagnostic services are provided on-site by HSU staff, facilities shall have a procedure manual defining each service, including protocols for the calibration of testing devices.
 - I. Facilities shall have multiple-test dipstick urinalysis, finger stick blood glucose tests, peak flow meters, stool blood-testing material and in facilities housing women, pregnancy test kits.
 - J. HSU staff shall:
 1. Provide preparation instructions for diagnostic testing.

DAI Policy #: 500.10.17	New Effective Date: 01/25/21	Page 3 of 5
Chapter: 500 Health Services		
Subject: Diagnostic-Rehabilitation Services On-Site		

2. Follow proper technique for collection and processing of specimens.
 3. Package specimens appropriately for delivery.
 4. Ensure proper temperature control for holding of specimens
- K. Diagnostic Imaging (except Dental) shall be interpreted by a radiologist per awarded contract service.
- L. Rehabilitation services, physical therapy, occupational therapy and speech therapy shall be arranged by each facility as necessary through BHS.
- M. Patients shall be transported off-site for diagnostic/rehabilitation services if services cannot be provided on-site or an emergency exists.

II. BHS Central Office Nursing Coordinator responsible for Infection Prevention shall maintain a CLIA certificate for PPM procedures in order to perform on-site laboratory tests.

- A. The BHS Medical Director determines the CLIA waived tests HSU staff are authorized to perform on-site.
- B. Additional CLIA waived testing shall not be added without approval of the BHS Medical Director.
- C. CLIA waived and tests performed on-site by HSU staff may include:
 1. Multiple-test dipstick urinalysis.
 2. Finger-stick blood glucose testing.
 3. Peak flow meter testing.
 4. Rapid Quick Strep.
 5. Rapid Influenza.
 6. Hemocult Stool testing.
 7. Pregnancy Testing.
 8. Slides with cover-slips and a microscope.
- D. Designated HSM is responsible for insuring competencies of staff who perform CLIA-waived tests.
- E. The facility shall assure calibration and maintenance of equipment necessary for CLIA-waived tests.

III. Test Results

- A. All facilities shall develop a system to assure all diagnostic test results are reviewed by an ACP when they are received by the facility.
 1. All test results shall be reviewed by an ACP, normal or abnormal. The ACP shall determine whether follow-up is necessary.
 2. Timeliness of communication of abnormal tests to an ACP depends on the significance of the abnormality.

DAI Policy #: 500.10.17	New Effective Date: 01/25/21	Page 4 of 5
Chapter: 500 Health Services		
Subject: Diagnostic-Rehabilitation Services On-Site		

- 3. All test results shall be initialed and date stamped by the ACP upon review.
- B. Facilities shall review medical records when receiving a patient in transfer to ensure results of tests completed shortly before transfer have been processed.
 - 1. Patients may request a copy of their test results.
 - 2. Copies shall not be provided until they have been reviewed by an ACP.
- C. The procedure for notifying patients of test results shall be determined by each facility.
- D. HIV positive results shall be given in person.
- E. HIV negative results may be given in person or by memo.

IV. On-Site Diagnostic Radiology Services Responsibility

- A. The on-site contracted vendor shall:
 - 1. Provide certification and/or licenses to BHS.
 - 2. Test and calibrate imaging devices, x-ray and ultrasound, at least once a year and as needed to assure accuracy and safety.
 - 3. Ensure contractor owned equipment is licensed and meets applicable state and/or federal law.
 - 4. Monitor levels of radiologic exposure through dosimeters.
 - 5. Make medical x-ray images available on the website for the radiologist for interpretation.
 - 6. Monitor quality of images and interpretations from radiologist.
 - 7. Provide availability of all x-ray and ultrasound images and the interpretations on the mobile service website for ACP review. In addition, a hard copy of the interpretation shall be faxed to the HSU.
- B. DOC owned equipment is licensed with the Wisconsin Department of Health each year.
- C. BHS staff shall assure on-site contracted vendor staff are certified or licensed to provide the service.

Bureau of Health Services: _____ **Date Signed:** _____
 Michael Rivers, Director of Administration

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

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

Administrator's Approval: _____ **Date Signed:** _____
 Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Chippewa Valley Correctional Treatment Facility		
Original Effective Date: 12/14/12	DAI Policy Number: 500.10.17	Page 5 of 5
New Effective Date: 07/23/21	Supersedes Number: 500.10.17	Dated: 02/01/19
Chapter: 500 Health Services		
Subject: Diagnostic-Rehabilitation Services On-Site		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Timothy A. Nelson, Warden Becky Gonzales, HSUM		

FACILITY PROCEDURE

- I. St. Joseph's Hospital and Sacred Heart Hospital are designated for emergency diagnostic testing.
- II. Diagnostic test result notifications are received through the Electronic Medical Records or the review folder for the physician.
- III. Patients are notified of test results by memo or appointment.