 <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> 500.30.06	<b>Page</b> 1 of 7
	<b>Original Effective Date:</b> 06/01/96, 10/15/01	<b>New Effective Date:</b> 08/31/20
	<b>Supersedes:</b> 500.30.06	<b>Dated:</b> 10/22/14
	<b>Administrator's Approval:</b> Makda Fessahaye, 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> Transfer of Inmate Patient		

**POLICY**

The Division of Adult Institutions shall provide and receive health care information for all inmate patient transfers between adult facilities and jails to ensure continuity of care.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018 P-E-01 – Information on Health Services, P-E-03 – Transfer Screening, P-E-09 Continuity, Coordination, and Quality of Care During Incarceration

Wisconsin Statutes s. 302.388 – Prisoner Medical Records

DAI Policy 300.00.35 – Americans with Disabilities Act

DAI Policy 300.00.61 – Limited English Proficiency (LEP) Inmates

DAI Policy 500.50.02 – Health Care Record Format, Content and Documentation

DAI Policy 500.50.06 – Management of DOC Health Care Records

DAI Policy 500.70.01 – Mental Health Screening, Assessment and Referral

DAI Policy 500.80.15 – Transfer of Medications

Health Services Policy and Procedures 300:07 – Medical/Dental Restrictions/Special Needs

Wis. Stat. s. 302.38 – Medical Care Of Prisoners

Wis. Stat. s. 302.385 – Correctional institution health care

Wis. Stat. s. 302.386 – Medical and Dental Services for Prisoners and Forensic Patients

**DEFINITIONS, ACRONYMS AND FORMS**

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DOC-2077 – Health Transfer Summary

DOC-3619 – Transfer of Care Referral and Report

EMR Job aid nursing 04 – Live to live transfers (ambulatory encounter)

GCC – Gordon Correctional Center

MCC – McNaughton Correctional Center

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MWCC – Milwaukee Women’s Correctional Center

OCS – Offender Classification Specialist

SCCC – St. Croix Correctional Center

Temporary Hold – Status of an inmate patient who is in the process of transferring to a facility who stays in an intermediary facility generally for two to three days pending transfer to the identified receiving facility.

TLU – Temporary Lock Up

WCCS – Wisconsin Correctional Center System

## **PROCEDURES**

### **I. Responsibilities of Sending Facility Prior to Transfer**

- A. Review patients’ medical record and determine if transfer is appropriate. A nurse shall review the Health Record to determine if one or more of the following applies and notify OCS/Security that the patient cannot be transferred:
  1. Medical staff shall place a medical hold when treatment for a medical condition must be completed prior to transfer or the patient has a scheduled off-site appointment within 2 weeks of the scheduled transfer date.
  2. The receiving facility cannot accommodate the health care needs of the patient.
  3. Patients with current Workman’s Compensation Claims shall not transfer until all of the medical appointments are completed, unless prior authorization from the receiving HSU Manager and Security Supervisor is obtained.
  4. Patients on Hepatitis C treatment shall have a medical hold until treatment is complete.
- B. For facilities having security driven transfers (i.e., TLU) and health care staff are not available to review the Health Record prior to transfer, it is the responsibility of the nurse to follow up with the receiving facility on the next scheduled work day to ensure the Health Record is transferred and DOC-2077 Health Transfer Summary is completed. WCCS facilities (GCC, MCC and SCCC) use county jails for TLU and the components of the Health Record shall be sent.
- C. Assess suitability for travel. Contact OCS/Security if special arrangements must be made.
- D. Determine whether the receiving facility must be notified of significant medical/dental information by telephone prior to the transfer. This includes facilities where the inmate patient will be held as a temporary hold.

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1. In this case, both the temporary hold facility and the final receiving facility shall be notified.
  2. This contact shall be documented in the Health Record Some examples of significant medical information:
    - a. Insulin dependent diabetes management.
    - b. Hemodialysis.
    - c. Any unstable health conditions.
    - d. Oxygen concentrators.
    - e. Hemophilia.
    - f. Oral surgery within the previous two weeks.
    - g. Uncontained wounds.
- E. Upon transfer to and from the DCI Infirmary, a nurse shall complete a nurse to nurse report for every inmate patient transferred using DOC-3619 – Transfer of Care Referral and Report.
- F. Assemble and transfer the Health Care Record according to DAI Policy 500.50.06.
- G. Ensure the patient’s prescribed medications are transferred to the receiving facility according to DAI Policy 500.80.15.
- II. Responsibilities of Temporary Hold Facility (DAI Intra-System Transfer)**
- A. Medical: A nurse shall review the Health Record within 12 hours of arrival Within the WCCS and at MWCC, a nurse shall review the health care record or DOC-2077 – Health Transfer Summary when next on-site.
  - B. Schedule the patient for a face-to-face assessment if there are complex health care needs.
  - C. Ensure medications, supplies/equipment and modified diets are provided to the patient at the temporary hold facility.
- III. Responsibilities of Receiving Facility**
- A. Register patient in PM Conversation assigning new ACP, Psychiatry and PSU.
  - B. Medical: Review the Health Record within 12 hours of arrival to ensure continuity of care. Within the WCCS and at MWCC, a nurse shall review the health care record or DOC-2077 – Health Transfer Summary when next on-site.
    1. Review need for follow-up for any significant medical illness and schedule follow-up appointment.
    2. Review Health Record for any pending lab orders. Modify lab order to include the name of new ACP.
    3. Review Health Record for any labs ordered, collected or waiting for results.

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4. Review critical results.
  5. Schedule intake physical and med class if not already completed.
  6. Schedule any immunizations.
  7. Provide medications as ordered.
  8. Provide medical diet order to patient and food services.
  9. Refer to Psychiatry if on medications.
  10. Referral to Dental if indicated.
  11. Schedule annual health maintenance.
- C. All medical restrictions/special needs shall remain in effect upon transfer until the Health Record is reviewed.
1. The Nurse shall review the Medical Restrictions/Special Needs based on the established criteria/guidelines and reissue as appropriate.
  2. Medical restrictions/special needs that have a prescriber's order or do not fall within the established criteria/guideline shall be continued until the patient is assessed and the needs are re-evaluated.
  3. If the medical restriction/special need is in violation of the facility procedures or is not allowed due to the security level, the patient shall be assessed within 24 hours.
- D. Schedule the patient for a face-to-face assessment as necessary if complex health care needs are present.
- E. Review confirmed/pending appointments and refer to Job Aid Nursing 04, for transferring into scheduling queues.
- F. A nursing narrative note shall be entered in the Health Record indicating a patient was received at the facility, transfer screening was completed and any actions taken.
- G. Dental: Review the Dental Record on the next working day. Call the previous facility if the Dental Record did not accompany the inmate patient.
1. Incorporate the recall date into the receiving unit's recall system.
  2. The Dentist shall review the Dental Record for potential post-operative follow-up care.
- H. PSU shall follow DAI Policy 500.70.01.
- IV. Information Provided to Inmate Patients About the Availability of Health Care Services**
- A. Information may be provided by health services staff or facility staff.
  - B. If provided by facility staff, the content must be reviewed and approved by the Health Services Nursing Supervisor.
  - C. Written instructions may be in the form of a handbook, a handout, or signage in the patient housing area.

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- D. There must be signage in the intake area instructing patients how to access care for immediate health needs. It shall include at minimum:
  1. How to request routine health care.
  2. How to request emergency health care.
- E. Facilities shall ensure translated signage is posted in accordance with DAI Policy 300.00.61.
- F. Facilities shall ensure patients who have difficulty communicating understand how to access health services in accordance with DAI Policy 300.00.35 and DAI Policy 300.00.61. These may include:
  1. Intellectually disabled.
  2. Illiterate.
  3. Mentally ill.
  4. Deaf.
  5. Visually impaired.
  6. Non-English speaking.

**V. Receiving an Inmate Patient from a County Jail**

- A. The County Jail shall complete a DOC-2077 – Health Transfer Summary and send it to the DOC facility with the patient at the time of transfer.
- B. The DOC-2077 – Health Transfer Summary shall be provided to the intake staff and forwarded to the onsite medical staff upon receipt of the patient.
- C. Receipt of the DOC-2077 – Health Transfer Summary shall be verified by medical staff/designee by completion of Section 8 of the form.
- D. Contact the sending facility if DOC-2077 – Health Transfer Summary did not arrive with the patient.
  1. Request the Health Care Record be sent via overnight mail in accordance with DAI Policy 500.50.06.
  2. Request the sending facility complete and fax immediately a DOC-2077 – Health Transfer Summary.
  3. The staff may refuse to accept an inmate patient in the absence of the DOC-2077
- E. DOC-2077 – Health Transfer Summary shall be scanned into the Health Record according to DAI Policy 500.50.02.

**VI. Sending an Inmate Patient to a County Jail**

- A. The DOC-2077 – Health Transfer Summary shall be completed by medical staff.

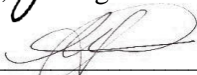
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- B. If medical staff are not available, non-medical staff designated by the Warden/designee shall complete as much of the DOC-2077 – Health Transfer Summary as possible and send it with the patient at the time of transfer.
- C. When non-medical staff complete the DOC-2077 – Health Transfer Summary:
  - 1. DOC medical staff shall review the form within 24 hours or when next on site for MWCC and all WCCS facilities, to complete Section 7 to verify the accuracy of the information and amend the form if necessary.
  - 2. This does not apply if the patient is returned to the facility within 24 hours.
  - 3. The reviewed and amended form shall be sent to the receiving facility as soon as possible either electronically or faxed.
- D. Place the completed DOC-2077 – Health Transfer Summary in a sealed envelope labeled:
  - 1. CONFIDENTIAL MEDICAL INFORMATION  
To be opened by medical staff or designated intake staff immediately  
Inmate patient name, DOC Number  
Date of Transfer
  - 2. File a copy of the DOC-2077 – Health Transfer Summary in the Health Record according to DAI Policy 500.50.02.

**Bureau of Health Services:** Michael Rivers **Date Signed:** 8/31/20  
Michael Rivers, Director of Administration

Paul Bekx **Date Signed:** 08/20/20  
Paul Bekx, MD, Medical Director

Mary Muse **Date Signed:** 8/29/20  
Mary Muse, Nursing Director

**Administrator's Approval:**  **Date Signed:** 08/31/20  
Makda Fessahaye, Administrator

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b>	<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> Transfer of Inmate Patient		
<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