

 <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> 500.30.16 (E)	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 12/08/17	<b>New Effective Date:</b> 04/22/19
	<b>Supersedes:</b> 500.30.16 (E)	<b>Dated:</b> 12/08/17
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
	<b>Required Posting or Restricted:</b> <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Restrictive Housing Inmate Health Care (EMR)		

**POLICY**

All Division of Adult Institution facilities shall ensure the health of restrictive housing inmates is monitored.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018 P-E-07 – Nonemergency Health Care Requests and Services, P-G-02 – Segregated Inmates  
DAI Policy 303.00.02 – Restrictive Housing Programs and Review  
DAI Policy 500.10.01 – Medical Autonomy  
DAI Policy 500.70.18 – Mental Health Treatment – Restrictive Housing

**DEFINITIONS, ACRONYMS, AND FORMS**

DAI – Division of Adult Institutions

HSM – Health Services Manager

HSU – Health Services Unit

KOP – Keep on Person

PSU – Psychological Services Unit

Restrictive Housing (RH) – Special status in DAI facilities distinct from general population status which restricts inmate movement and limits privileges; generally used for disciplinary or programmatic purposes including administrative confinement, programming within restrictive housing, temporary lock-up, protective custody, and disciplinary separation. Inmates usually are placed in special restrictive housing, but on rare occasions may be placed in this status in a regular housing unit.

Restrictive Housing Inmates – Inmates who are isolated from the general population and who receive services and activities apart from the other inmates.

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## PROCEDURES

### I. Staff Responsibilities

- A. Upon notification that an inmate has been placed in restrictive housing(RH):
  1. Determine whether existing medical conditions contraindicate restrictive housing placement or whether medical accommodations are required.
  2. Notify Security staff of any inmate patient contraindications to restrictive housing status or the necessary accommodations while the inmate patient is in restrictive housing.
  3. Change all KOP medications to staff controlled if facility does not allow KOP medications in RH.
  4. Review appointments and reschedule as appropriate.
- B. A qualified health care professional shall review the patient's health record. If existing medical, dental, or mental needs require accommodation, custody staff are notified.
- C. The review and notification, if applicable, are documented in the health record.
- D. The health professional's monitoring of a RH inmate is based on the degree of isolation and health needs:
  1. Patients in RH with little or no contact with other individuals are monitored daily by medical staff and at least once a week by mental health staff.
  2. Patients who are placed in RH and have limited contact with staff or other patients are monitored 3 days a week by medical or mental health staff.
  3. Documentation of RH rounds is made in a patient's health care record, and includes:
    - a. The date and time of the contact.
    - b. The signature or initials of the health staff member making the round.
- E. Significant health findings are addressed and documented in the patients' health record.
- F. Health staff promptly identify and inform custody officials of patients who are physically or psychologically deteriorating and those exhibiting other signs or symptoms of failing health.
- G. During the rounds staff shall:
  1. Interact with the patient in a confidential manner to assess the physical and mental status of the patient and provide the opportunity for the patient to express any health care needs. This includes speaking in a manner that decreases the chance of other staff or patients overhearing the conversation by asking others to move away from the vicinity as long as safety needs are met.

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- H. Notify the HSM/designee if unable to provide appropriate medical/dental care due to unresolved security barriers.
  - 1. The HSM/designee shall attempt to resolve any identified and unresolved security barriers to providing health care to RH patients between HSU and Security staff in accordance with DAI Policy 500.10.01.
  - 2. Document care provided.

**II. Release from RH**

- A. HSU shall be notified upon release from RH.
- B. A licensed nurse shall:
  - 1. Review all medications for appropriate delivery (KOP or staff controlled).

**III. Responsibilities of DAI PSU are in accordance with DAI Policy 303.00.02 and DAI Policy 500.70.18.**

**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:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Chippewa Valley Correctional Treatment Facility		
<b>Original Effective Date:</b> 01/26/18	<b>DAI Policy Number:</b> 500.30.16 (E)	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 02/26/21	<b>Supersedes Number:</b> 500.30.16 (E)	<b>Dated:</b> 01/26/18
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Restrictive Housing Inmate Health Care (EMR)		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> Timothy A. Nelson, Warden Becky Gonzales, HSUM		

**REFERENCES**

Wisconsin Statutes s. 302.385 – Correctional Institution Health Care

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

**FACILITY PROCEDURE**

Chippewa Valley Correctional Treatment Facility utilizes other DAI facilities for restrictive housing placements. Healthcare is provided by their facility HSU staff.

**RESPONSIBILITY**

- I. Registered Nurse
  - A. Assemble medical record, medication and supplies for transport to receiving facility.
  - B. Give report to nursing staff at the facility receiving the restrictive housing placement.