

 <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> 500.30.27	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 05/15/02	<b>New Effective Date:</b> 08/31/20
	<b>Supersedes:</b> 500.30.27	<b>Dated:</b> 11/01/17
	<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> Medical Classification Report		

**POLICY**

Division of Adult Institution facilities shall ensure a confidential health record is created and maintained using a standardized format.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-B-07 Communication on Patients' Health Needs.

Wisconsin Statutes s. 302.38 – Medical care of prisoner

**DEFINITIONS, ACRONYMS FORMS**

Advanced Care Provider (ACP) – Provider with prescriptive authority.

DOC – Department of Corrections

DOC-3050 – Medical Classification

DOC-3500A – Medical Clearance for County Jails Contract Bed

DOC-3500C – Northern Center Placement

Electronic Control Device – A device that produces an electrical shock that can disorient, temporarily immobilize and stun a subject without causing permanent injuries.

HSU – Health Services Unit

Incapacitating Chemical Agents – A commercially manufactured substance (chemical agent) for use by security in the use of non-deadly force for the purpose of temporary control of a subject or area. They include chloroacetophenone or "CN", O-chlorobenzylidene malonontrite, or "CS", oleoresin capsicum or "OC" and any other commercially manufactured chemical agent approved by the Department of Corrections. This is the definition to be used solely for the purposes of this policy/procedure. It is a combination of definitions contained in Wisconsin Administrative Codes Ch. 306 and 376.

Northern Centers – Flambeau Correctional Center, Gordon Correctional Center and McNaughton Correctional Center

PRC – Program Review Committee

<b>DAI Policy #:</b> 500.30.27	<b>New Effective Date:</b> 08/31/20	<b>Page</b> 2 of 4
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Medical Classification Report		

WICS – Wisconsin Integrated Corrections System

**POLICY**

**I. General Guidelines**

- A. Information regarding significant special needs necessary to communicate may include:
1. Housing assignments.
  2. Work assignments.
  3. Program assignments or selection.
  4. Disciplinary measures.
  5. Admissions to and transfers from facilities.
- B. Medical Classification is utilized to communicate the following:
1. Physical activity level. Only one activity level can be identified.
  2. Requirement for HSU on site.
  3. Eligibility for placement in a Jail Contract Bed
  4. Eligibility for Placement in Northern Centers
  5. Special conditions including:
    - a. Significant visual impairment.
    - b. Significant hearing impairment.
    - c. Respiratory condition consideration prior to work placement.
    - d. Contraindication to operate machinery, drive, or use dangerous tools.
    - e. Contraindication to electronic control devices.
    - f. Contraindication to incapacitating agents.
    - g. Excessive, frequent dizziness, vertigo or balance difficulties.
    - h. Confined to wheelchair.
    - i. Wheelchair for long distances.
    - j. Restricted use of limbs.
    - k. Pregnancy.
    - l. Medical hold requiring the patient to remain at the current facility.
- C. Designations shall remain in effect until there is a change in the patient's health status for an extended period of time as determined by the facility ACP or HSU, when appropriate.
- D. Short-term modifications in activity level shall be communicated according to facility procedure based on discussions with PRC as to when a new DOC-3050 – Medical Classification is necessary.

**II. Completion of Medical Classification**

- A. The initial medical classification order is completed by an ACP at the time of the initial physical examination at intake.
- B. An updated medical classification order shall be completed when there is a change in the patient's health status for an extended period of time.

<b>DAI Policy #:</b> 500.30.27	<b>New Effective Date:</b> 08/31/20	<b>Page</b> 3 of 4
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Medical Classification Report		

C. The medical classification order shall be routed for data entry into WICS by the HSU.

### III. Medical Clearance for Jail Contract Bed

A. DOC-3500A shall be completed for inmates considered for Jail Contract bed placement.

B. The original DOC-3500A is scanned into the health record.

~~C.~~ The DOC-3500A shall be routed for data entry into WICS by the HSU.

### IV. Medical Clearance for Northern Center

A. DOC-3500C shall be completed for inmates considered Northern Center placement.

B. The original DOC-3500C is scanned into the health record.

C. The DOC-3500C shall be routed for data entry into WICS by the HSU.

### V. Completion, Data Entry and Filing of DOC-3500C – Northern Center Placement

A. The initial DOC-3500C is completed by an ACP at the time of the initial physical examination at intake.

B. A new DOC-3500C shall be completed when there is a change in the patient's health status for an extended period of time or at the request of the Bureau of Offender Classification and Movement staff.

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

Paul Bekx **Date Signed:** 8/31/20  
Paul Bekx, MD, Medical Director

Mary Muse **Date Signed:** 8/30/20  
Mary Muse, Nursing Director

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

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b>		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 500.30.27	<b>Page</b> 4 of 4
<b>New Effective Date:</b>	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Medical Classification Report		
<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