

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.30.49 (E)	Page 1 of 5
	Original Effective Date: 12/08/17	New Effective Date: 12/08/17
	Supersedes: N/A	Dated: N/A
	Administrator's Approval: Jim Schwochert, 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: Initial Health Assessment (EMR)		

POLICY

The Division of Adult Institutions shall ensure all new admission inmate patients receive an initial health assessment by an Advanced Care Provider upon admission to the Department of Corrections.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014 – P-E-04 Initial Health Assessment
DAI Policy 500.30.35 – Optometry Services
DAI Policy 500.30.55 – Chronic Disease Services
DAI Policy 500.40.06 – Routine Dental Treatments
DAI Policy 500.70.01 – Mental Health Screening, Assessment and Referral

DEFINITIONS, ACRONYMS, AND FORMS

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

ATR – Alternative to Revocation

DOC – Department of Corrections

DOC-2077 – Health Transfer Summary

DOC-3050 – Medical Classification

EMR – Electronic Medical Record

H&P – History and Physical

PAP – Papanikolaou Smear

Health Assessment – Assessment of an individual's health status that provides the initial database for health care to be recommended during incarceration. Health assessment provides essential information for the diagnosis of health conditions that are preventable or treatable and continuity of care for chronic health conditions.

New Admission – Has not had an assessment within the Wisconsin Department of Corrections greater than 12 months.

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Significant Medical Condition – Patients including, but not limited to, those who are known to have conditions such as diabetes, cardiac disease, seizure disorders, asthma and end stage liver disease, those with cancer or immunosuppression, dialysis patients, and those who have had recent hospitalization admissions or surgery.

WICS – Wisconsin Integrated Computer System

PROCEDURE

I. General Guidelines

- A. All inmate patients shall receive an initial health assessment as soon as possible but no later than ten days (male), 7 days (female) of admission to the DOC. It is appropriate to complete an assessment earlier for inmate patients with acute illness or more complex health needs.
- B. Inmate patients with acute illness or clinically significant health needs shall have their initial health assessment as soon as possible.

II. Health Assessment and Plan of Care

- A. The initial health assessment shall include, but is not limited to:
 1. Review of the health history including the DOC-2077 – Health Transfer Summary and the review of receiving screening results.
 2. Review of the height, weight and vital signs.
 3. Collection of additional information to complete the medical, dental, and mental health histories taken during the receiving screening and any subsequent encounters.
 4. Review diagnostic labs and tests including those for screening of communicable diseases and order additional tests and immunizations as needed.
- B. During the initial assessment, an Intake H&P with additional tests as needed based on age and gender as determined by the ACP shall be completed. The PAP can be omitted if there is documentation the patient is a short-term admission (less than 6 months) such as an ATR.
- C. Initial diagnoses shall be added to the problem list.
- D. The diagnostic and therapeutic plan of care shall be documented for each problem identified as clinically indicated.
- E. The ACP shall complete a DOC-3050 – Medical Classification for housing, work, activity, or activity restrictions and any identified medical contraindications.
- F. The DOC-3050 – Medical Classification shall be entered into WICS.

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- G. All orders for further diagnostic evaluations, referrals, and/or treatment for specific health conditions shall be discussed with the inmate patient.
- H. Education regarding prescribed medications shall be completed and documented.
- I. Inmate patients with diagnosed chronic conditions or medical conditions requiring continued care shall be scheduled for follow-up care. See DAI Policy 500.30.55.

III. Optometry Screening

- A. An optometry screening shall be completed by trained HSU staff and documented.
- B. A referral to optical shall be completed for refractory concerns not corrected by the inmate patient's current corrective lenses and anyone with contact lenses based on DAI Policy 500.30.35.

IV. Oral Screening and Examination follow DAI Policy 500.40.06.

V. Mental Health Screening and Examination follow DAI Policy 500.70.01.

VI. Readmissions

- A. Review previous health care record.
- B. The inmate patient's health status shall be reviewed and updated with new information as noted in II. Above.

Bureau of Health Services: _____ **Date Signed:** _____

James Greer, Director

_____ **Date Signed:** _____

Medical Director

_____ **Date Signed:** _____

Mary Muse, Nursing Director

Administrator's Approval: _____ **Date Signed:** _____

Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Taycheedah Correctional Institution		
Original Effective Date: 12/08/17	DAI Policy Number: 500.30.49(E)	Page 4 of 5
New Effective Date: 10-09-2020	Supersedes Number: 500.30.49	Dated: 09/07/18
Chapter: 500 Health Services		
Subject: Initial Health Assessment		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Sarah Cooper		

REFERENCES

Wis.Stat. s.302.385 - Correctional Institution Health Care

DEFINITIONS, ACRONYMS, AND FORMS

ATR – Alternative to Revocation

EMR – Electronic Medical Record

TCI – Taycheedah Correctional Institution

WICS – Wisconsin Integrated Corrections System

WWCS – Wisconsin Women's Correctional System

FACILITY PROCEDURE**I. Health Assessment and Plan of Care**

- A. The Initial Health Assessment shall occur within seven days of intake.
- B. The Dental Exam shall occur within 30 days of intake.
- C. A Mental Health Screening and Examination shall occur on the day of intake.
This shall include:
 1. History of mental illness.
 2. Prescriptions for psychotropic medication (current and past).
 3. Suicide attempts or suicidal propensities.

II. Readmissions

- A. An Initial Health Assessment shall be completed if the patient was discharged from WWCS since the last intake to TCI.
- B. It is not necessary to repeat a Pap/pelvic or mammogram as part of the physical, as long as it is documented according to recommended timeframe for age.

III. ATR's

- A. The Initial Health Assessment shall occur within seven days of intake.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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- B. A modified intake can be done that does not include a Pap/pelvic or mammogram as these patients are intended to only be in the facility for a short period of time for programming.

RESPONSIBILITY**I. Staff****A. ACP**

1. Enter classification order into the EMR.
2. Complete all details of medical classification order within the EMR.

B. Nurse/designee

Enter medical classification details into WICS.