

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.30.57	Page 1 of 3
	Original Effective Date: 01/06/14	New Effective Date: 08/31/20
	Supersedes: 500.30.57	Dated: 10/22/14
	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: Information on Health Services		

POLICY

Division of Adult Institution facilities shall, upon arrival at the facility, inform persons in our care of the availability of health care services and how to access them.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018 P-E-01 – Information on Health Services

Executive Directive 71 – Language Assistance Policy and Implementation for Addressing Needs of Offenders with Limited English Proficiency (LEP)

DAI Policy 300.00.35 – Americans with Disabilities Act

DAI Policy 316.00.01 – Inmate Copayment for Health Services

Wisconsin Statutes s. 302.38 – Medical Care of Prisoners

Wisconsin Statutes s. 302.385 – Correctional Health Care

DEFINITIONS, ACRONYMS AND FORMS

POC-46 – Notice to All Patients – Access to Health Care

Written Information – May take the form of a facility handbook, a handout or posting in inmate housing areas.

PROCEDURES

I. General Guidelines

- A. A sign explaining how to access health care shall be posted in the intake/processing area.
- B. Within 24 hours of their arrival, inmates shall be provided with written, verbal, electronic or video information about HSU that includes postings about:
 1. How to access emergency and routine medical, mental and dental health services.
 2. Fee-for-service (copayment) information on DAI 300.00.35; DAI 316.00.01.
 3. The grievance process for health related complaints.
- C. Procedures shall ensure inmates who have difficulty communicating (e.g., non-English speaking, intellectually or developmentally disabled, illiterate, mentally ill, visually impaired, and deaf) understand how to access health services.

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II. Information Provided to Patients About the Availability of Health Care Services

- A. If provided by facility staff, the content must be reviewed and approved by the Health Services Nursing Supervisor.

- B. Written instructions may take the form of a handbook, a handout, or postings in the housing area.

- C. Electronic information may be provided on kiosks or video.

- D. There must be signage in the intake area instructing inmate 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.

Bureau of Health Services: _____ **Date Signed:** _____
Michael Rivers, Director of Healthcare 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: 02/06/14	DAI Policy Number: 500.30.57	Page 3 of 3
New Effective Date: 06/28/21	Supersedes Number: 500.30.57	Dated: 01/16/15
Chapter: 500 Health Services		
Subject: Information on Health Services		
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. Inmates receive written information within 24 hours of arrival through the inmate handbook.

- II. Further information is given during scheduled orientation.