 <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> 500.30.59	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 12/08/17	<b>New Effective Date:</b> 01/11/21
	<b>Supersedes:</b> 500.30.59	<b>Dated:</b> 12/08/17
	<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> Discharge Planning		

**POLICY**

Division of Adult Institution facilities shall ensure that discharge planning is provided for patients with serious health needs whose release is imminent.

**REFERENCES**

Standards for Health Care in Prisons – National Commission on Correctional Health Care, 2018, P-E-10 – Discharge Planning

DAI Policy 300.00.27 – Medical Guardianship

DAI Policy 500.00.01 – Advance Directives for Health Care

Wisconsin Statutes s. 302.38 - Medical Care of Prisoners

**DEFINITIONS, ACRONYMS AND FORMS**

Discharge Planning – Multidisciplinary review of the inmate patient's health to ensure identified needs are met during transition to the community.

DOC – Department of Corrections

DOC-2077 – Health Transfer Summary

DOC-3397 – Discharge Medication Request

HSU – Health Services Unit

Multidisciplinary coordination – A review the plan of care involving applicable disciplines participating in the care and treatment of the patient with complex needs.

OTC – Over the counter

STI – Sexually transmitted infection

TB – Tuberculosis

**PROCEDURE**

- I. **Records shall notify HSU of a patient's scheduled release in a timely manner. Regardless of time of notification, ongoing patient care needs shall still be addressed.**

<b>DAI Policy #:</b> 500.30.59	<b>New Effective Date:</b> 01/11/21	<b>Page</b> 2 of 4
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Discharge Planning		

**II. Discharge preparations:**

- A. For planned discharges, HSU shall arrange for a 30 day supply of current prescription medications and a paper prescription for refill(s).
- B. For patients with serious medical, dental or mental health needs, arrangement or referrals are given to patients for follow-up service with community prescriber, including listing clinically relevant information on discharge summary.
- C. Coordinate and educate release needs with Social Services such as health insurance application, along with the assigned probation and parole agent.
- D. Provide discharge education as appropriate to patient, family and/or guardian/activated Power of Attorney for Health Care.
- E. All aspects of discharge planning are documented in the healthcare record.

**III. Arrangements and/or referrals shall be made for follow-up community services for those with medical or mental health needs or care as required by public health laws (e.g., STIs, TB).**

- A. Community resources are provided with instruction to the patient on the importance of continuity of care and appropriate follow-up.
- B. Patients with special care needs who are being transferred to nursing homes, community based facilities, group homes or other community facilities require specialized planning for continuity of care. Coordination regarding medical supplies, equipment and medication shall be discussed in these situations as the receiving facility may supply certain items.
- C. Complete, review and provide discharge summary which includes the problem list, medication, allergies, and upcoming appointments or procedures with patient. Have patient sign applicable DOC-3397 Discharge medication request.
- D. A DOC-2077 – Health Transfer Summary shall be substituted if a patient is being discharged to a County Jail or other Correctional System.
- F. A one month supply of Diabetic Management Supplies shall be sent including:
  - 1. Insulin.
  - 2. Blood glucose meter.
  - 3. Lancets.
  - 4. Syringes.
  - 5. Test strips.
- G. Arrangements to secure necessary medical equipment (e.g., assistive devices, C-Pap, Bi-Pap, oxygen) from a DME shall be completed.

<b>DAI Policy #:</b> 500.30.59	<b>New Effective Date:</b> 01/11/21	<b>Page</b> 3 of 4
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Discharge Planning		

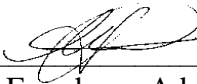
**IV. Specialized transportation shall be arranged prior to scheduled release if alternate arrangements are necessary due to medical need.**

**Bureau of Health Services:** Michael Rivers **Date Signed:** 1/8/21  
Michael Rivers, Director of Healthcare Administration

**Date Signed:** \_\_\_\_\_  
Vacant, Medical Director

Mary Muse **Date Signed:** 1/8/21  
Mary Muse, Nursing Director

Kevin Kallas **Date Signed:** 1/8/21  
Kevin Kallas, Mental Health Director

**Administrator's Approval:**  **Date Signed:** 01/11/21  
Makda Fessahaye, Administrator

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 500.30.59	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Discharge Planning		
<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