GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Kristin Nissen
Name of Individual Certifying this Document / Proposed Document

Program and Policy Chief
Title

Signature

4/17/2020
Date Signed
SUBJECT: Consultation with Specialty Providers

Purpose
The purpose of this policy is to provide guidelines for youth specialty appointments both on-site and off-site.

Policy
All Division of Juvenile Corrections (DJC) facilities shall assure proper specialty provider consultation occurs as necessary. Specialty recommendations will be implemented as determined by a DOC ACP for youth continuity of care.

References
Standards for Health Services in Juvenile Detention and Confinement Facilities, National Commission on Correctional Health Care, 2015, Y-E-12 – Continuity of Care During Incarceration, Y-D-05 – Hospital and Specialty Care P-G-01
Wisconsin Statute § 302.38 - Medical care of prisoners
Wisconsin Statute § 302.386 - Medical and dental services for prisoners and forensic patients
DJC Policy 500.10.12 – Prior Authorization Guidelines for Non-Urgent Care (Class III)

Definitions, Acronym, and Forms
Advanced Care Provider (ACP) – A provider with prescriptive authority.
CPS – Central Pharmacy Service
DOC – Department of Corrections
DOC-3001 – Off-Site Service Request and Report
DOC-3022A – Speech Therapy Progress Notes
DOC-3023 – Prescriber’s Orders
DOC-3054 – Eye Care Examination Form
DOC-3347 – Medical Appointments – Off-Site
Procedure

I. General Guidelines
   A. The DOC may contract with outside ACPs to provide health care services for youth where an established relationship for service exists. The DOC shall accept orders as written for youth in these cases without the need for additional approval.
   
   B. For emergency room consultations the recommended orders shall be reviewed with the on-site ACP or the on-call physician, initiated as determined, and followed as written until an ACP is on-site for a follow-up evaluation.

II. Ordering Specialty Consultation
   A. The procedure shall include:
      1. Providing complete and accurate information to off-site, contract, or LTE providers.
      2. Processing recommendations from off-site, contract, or LTE providers.
      3. Reviewing the plan of care with the youth, providing education, and assessment as indicated.

   B. Specialty consultation requests shall be processed as indicated in DJC Policy 500.10.12 prior to making the appointment.

   C. The referring ACP shall provide the following information for completion of the DOC-3001:
      1. Referral instructions
      2. Relevant symptoms, problems, and diagnosis
      3. Questions of outcomes to be addressed by the evaluation
      4. Additional information as applicable
      5. ACP shall indicate in the electronic health record order or DOC-3023 whether the appointment is appropriate for telemedicine.
6. ACP shall indicate an appropriate timeframe for the appointment in the electronic health record or DOC-3023. If not indicated, transcriber shall obtain the timeframe from the ACP and document the encounter in the medical record.

III. Scheduling and Attending - Specialty Consultation

A. For clinic or hospital providers, contact the appropriate clinic or department and schedule the appointment.

B. For telemedicine, contact the appropriate person to schedule the appointment.

C. Place all relevant health information documents, including the DOC-3001 and any applicable copies of the medical chart, such as evaluation notes and pertinent diagnostic results, in a confidential sealed envelope, labeled with:
   1. Youth’s name and DOC number.
   2. Name, address and telephone number of clinic.
   3. Date and time of appointment.
   4. Name of the practitioner who will be seeing the youth.

D. Ensure the confidential sealed envelope for the youth appointment is taken with staff and provided to the treating specialty provider during the appointment.

E. Exceptions may be made for frequent ongoing appointments; e.g., radiation therapy, speech therapy. In this case, a mechanism for communication for continuity of care shall be developed by the HSU in conjunction with the off-site provider.

F. A registered nurse or ACP may also call the ER or urgent clinic visit to verbally provide relevant youth health information to the specialty provider when a sealed envelope does not accompany a youth appointment because of an emergent situation. The registered nurse or ACP shall document in the medical record the verbal contact with the specialty provider.

V. Follow-up after Appointment with Specialist, ER Visits and Inpatient Hospitalizations

A. All youth returning from an appointment with a specialist, ER visit, or hospitalization shall be assessed by a RN.
   1. Recommendations and the plan of care shall be reviewed with the youth. Review the DOC-3001, ER report, or hospital discharge summary upon youth return to the facility.
   2. The nurse shall advise the youth that the ACP or on-call physician will be reviewing the recommendations and determine the definitive plan of care.
   3. The nurse shall provide the youth with any necessary education and instructions for self-care including restrictions and follow-up.

B. Recommendations from off-site providers or contract providers shall be reviewed and ordered by an ACP working for the DOC before implementation.
   1. A RN shall contact a DOC ACP for approval and orders prior to implementation of outside recommendations.
   2. The DOC-3001, ER report, or hospital discharge summary shall be initialed and dated by the ACP indicating when the document was reviewed.
   3. A security supervisor or designee shall contact the on-call nurse upon youth return when an RN is not on-site to review the DOC-3001, ER report, or hospital discharge summary.
4. If the youth was inpatient, all previous DOC orders shall be discontinued upon return to the facility and new orders are written.

   Some recommendations will require prior-authorization before implementation consistent with DJC Policy 500.10.12. Any additional referrals or recommendations require prior authorization.

5. All offsite consultation recommendations shall be ordered in the electronic health record or on the DOC-3023 and cosigned and or reviewed by the DOC ACP.

   Any modifications to the recommendations shall be written as a new order.

6. If the DOC ACP writes orders significantly different than the recommendations of consultant or does not follow the recommendations:
   a. A DOC-3528 shall be completed and forwarded to the specialty consultant, especially if it involves a significant recommendation.
   b. The youth shall be informed.

7. Additional documentation received in the HSU from the specially appointment shall be reviewed by the RN and forwarded in the electronic health care record to the ACP for review and any additional orders.

VI. On-Site Specialists

A. Physical/Occupational/Speech Therapy
   1. Providers shall document their initial evaluation in the electronic health record or on DOC-3559.
   3. Discharges from therapy shall be documented in the electronic health record or on DOC-3561.
   4. Contract speech providers may use their vendor forms or the DOC-3022A.

B. Optometry
   Contract providers shall document in the electronic health record or on the DOC-3054.

C. Oral Surgery
   Surgeon shall document on own form.

D. Other (e.g., Podiatry)
   Providers may use their own form of documentation or the DOC-3001.

cc: Office of the Secretary
    DJC Leadership Team
Division of Juvenile Corrections Facility/Region Implementation Procedure

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<tr>
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<th>DJC Policy Number: 500.30.02</th>
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<td>New Effective Date:</td>
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<td>Will Implement:</td>
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<td>Superintendent's/Regional Chief's Approval:</td>
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**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

I.  
   A.  
   B.  
      1.  
      2.  
         a.  
         b.  
         c.  
   C.  

II.  

III.  

**RESPONSIBILITY**

I. Staff  

II. Youth  

III. Other