



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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


Kristin Nissen

Signature

4/17/2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (Rev. 12/2019)

 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Juvenile Corrections</p> <p style="text-align: center;">Policy and Procedure</p>	EFFECTIVE DATE <i>[Status]</i>	PAGE NUMBER 1 of 5
	MANUAL REFERENCE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
	DJC POLICY # 500.30.02	Original Date: <i>[Comments]</i>
	ORIGINATED BY Ron E. Hermes, Administrator	
X _____ Date Signed:		
DISSEMINATION	PRIORITY	
<input type="checkbox"/> All Staff <input type="checkbox"/> Confidential – Security Related <input type="checkbox"/> Facilities <input type="checkbox"/> Field Offices <input checked="" type="checkbox"/> Health Services <input type="checkbox"/> Supervisory Staff Only	<input type="checkbox"/> Policy/Directive Discuss at Staff Meeting <input checked="" type="checkbox"/> Information Read/Route/Post	
	REPLACES POLICY <i>[Category]</i>	
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

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DOC-3436A – Prior Authorization for Therapeutic Level of Care
DOC-3528 – Change of Consultant Recommendations
DOC-3559 – Physical/Occupational Therapy Initial Evaluation
DOC-3560 – Physical/Occupational Therapy Progress Notes
DOC-3561 – Physical/Occupational Therapy Discharge Summary
ER – Emergency Room
HSU – Health Services Unit
LTE – Limited term employee
Off-Site/LTE/Contract Provider – Physicians, physician assistants, nurse practitioners, registered nurses, optometrists, dentists, physical therapists, occupational therapists, respiratory therapists, speech therapists, x-ray personnel, or other health care providers who are not permanent DOC employees who provide health care to youth.
RN – Registered Nurse
Specialty Care – Specialist provided healthcare

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.

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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.
2. Providers shall document in the electronic health record or on DOC-3560 for ongoing treatment.
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	
Facility/Region:	
DJC Policy Number: 500.30.02	
Subject: Consultation with Specialty Providers	
New Effective Date:	Original Effective Date: [Comments]
Will Implement: <input type="checkbox"/> As Written <input type="checkbox"/> With following procedures for facility implementation	
Superintendent's/Regional Chief's Approval:	

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.
- II.
- III.

RESPONSIBILITY

- I. Staff
- II. Youth
- III. Other