



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)

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DEA Controlled Substance – A drug, substance or immediate precursor included in Schedules I to V of Wisconsin Statutes Ch. 961, Subchapter II. DOC does not provide any Schedule I drugs.

DJC – Division of Juvenile Corrections

DOC – Department of Corrections

Electronic Health Record Job Aids – A document to help end users with their responsibilities with use of the electronic health record and health care delivery.

Globalscan – Method of sending information available on multi-function devices that provides a more legible copy of a document than a fax machine.

HSM – Health Services Manager

HSU – Health Services Unit

OTC – Over the Counter

P-Card – Purchasing Card

DOC-92A – Prescription pad, printed on tamper proof paper, specifically for each facility with their address.

DOC-3005 – Pharmacy Service Requisition

DOC-3023 – Prescriber’s Orders (plus other forms in the 3023 series)

Procedure

I. General Guidelines

- A. Each facility shall maintain a medication tracking system to ensure recording and prompt distribution of medication received from CPS.
- B. Each facility shall have a tracking system to assure medications that are ordered from CPS are received at the facility.
- C. In the event that an electronic medication request application is unavailable and it is necessary to obtain a refill of a youth medication(s), DOC-3005 may be utilized.

II. Obtaining Medications through CPS

- A. All medication orders are completed through the electronic health record or DOC-3023 series. If using DOC-3023 series, form shall be faxed or global-scanned to CPS whether or not the prescription is obtained from CPS, a local pharmacy, or facility stock. This allows for:
 1. CPS pharmacists to check for drug interactions and drug allergies.
 2. CPS to ensure a complete and accurate list of the youth’s medication.
- B. Orders for Controlled Substances
 1. Orders for controlled substances shall include a quantity to dispense and refills authorized if allowed.
 2. Schedule II drug orders shall be completed through the electronic health record or on DOC-3023 series and faxed or scanned to CPS. In addition, an original DOC-92A shall be sent securely to CPS via first class mail or hand delivered before the prescription can be provided to the requesting facility.
- C. Staff obtaining refill medications from CPS shall follow the electronic health record job aids regarding ordering or requesting medication and communicating with CPS.

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III. Obtaining OTC Medications

- A. All facilities are expected to maintain stock supplies of OTCs to meet the needs of youth.
- B. All DJC HSUs shall obtain OTC medications from CPS or the approved vendor as needed.
- C. Facilities may order certain bulk items from CPS through a pharmacy requisition or the facility specific stock ordering sheets.

IV. Obtaining Medications From a Local Pharmacy

- A. Facilities shall use an approved local pharmacy vendor, unless the approved local pharmacy is unable to fill the order. Alternatives shall be identified by the HSM.
- B. Medications ordered from a local pharmacy shall be limited only to the amount needed until a supply can be obtained from CPS. The local supply shall not exceed seven days.
- C. Medications shall be requested in a blister pack whenever possible.
- D. Medications received from a local pharmacy in a multi-dose container may need to be repackaged into a blister pack by a nurse at the facility.
- E. All Schedule II controlled substances require a written prescription on DOC-92A.
- F. All DEA controlled medications obtained locally require the facility DEA number along with the ACP suffix.
- G. All purchases from a local pharmacy shall be paid for with a P-card.
- H. When the medication arrives at the facility the original receipt shall be forwarded to the P-card holder.

V. Obtaining Contingency Stock Prescription Medications

- A. The Pharmacy and Therapeutics Committee has established a master contingency stock medication list to meet imminent or emergent youth needs at each facility. This list is posted on the DOC intranet site.
- B. A facility specific contingency stock list and quantity chosen from the master contingency stock list shall be developed for each facility.
 - 1. This list shall be based on ACP preference.
 - 2. The list shall be reviewed periodically by the ACP and the HSM for revision based on changes in prescribing habits, and a review of medications that need to be obtained from the local pharmacy
- C. Only the CPS director may approve a medication that is not on the master contingency list. Facility requests, with the justification of need, shall be submitted to the CPS director.

cc: Office of the Secretary
DJC Leadership Team

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 500.80.06	
Subject: Obtaining Medications	
New Effective Date: enterStatus	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