



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.

Dustin Trickle

Name of Individual Certifying this Document / Proposed Document

Program & Policy Chief

Title

Dustin V. Trickle

Signature

6/5/20

Date Signed



WISCONSIN
DEPARTMENT OF CORRECTIONS
Division of Community Corrections

DOC-1356 (Rev. 11/2019)

EFFECTIVE DATE June 22, 2020	PAGE NUMBER 1 of 2
ORIGINATED BY Lance Wiersma Administrator's Office	

Administrative Directive # 20-03 <input checked="" type="checkbox"/> New <input type="checkbox"/> Revision	Guidance Document Per § 227.01(3m) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DISSEMINATION <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Supervisory Staff Only	PRIORITY <input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information Discuss at Staff Meeting Read/Route/Post
SUBJECT: ePrescription Drug Monitoring Program	

Reference(s):

- Wisconsin Statutes §146.82 (2)(a)5
- Wisconsin Statutes §146.83
- Wisconsin Statutes §304.06 (3)
- Wisconsin Statutes §973.10 (2)
- Wisconsin Administrative Code CSB 4.11 (5)
- Wisconsin Administrative Code DOC 328.04
- Wisconsin Administrative Code DOC 331.03
- ED 35 – Confidentiality of Offender Health Information

Policy Statement: The ePrescription Drug Monitoring Program (ePDMP) is a website maintained by the Department of Safety and Professional Services authorized by 2009 Act 362. Healthcare professionals provide information via the website concerning controlled substance prescriptions that are dispensed. The purpose of this Administrative Directive (AD) is to provide guidance and direction to Division of Community Corrections (DCC) employees in the appropriate use of the ePDMP as a way to increase staff capabilities to assess compliance with rules and conditions of supervision, investigate violations, and access information necessary for appropriate supervision.

Definitions, Acronyms:

DOC - 2892 Prescription Drug Monitoring Program Attestation Letter

ePrescription Drug Monitoring Program (ePDMP) - The ePDMP is a web-based, statewide database of controlled substance prescriptions that are dispensed in the state. Pharmacies and other dispensers of monitored prescription drugs submit data to the system. The system aids healthcare professionals in their prescribing and dispensing decisions. Pharmacies, healthcare professionals, law enforcement agencies, and public health officials may use the system to reduce the misuse, abuse, and diversion of prescribed controlled substance medications. Government agencies may also access the system for legally authorized functions upon written request.

Procedure:

- I. Purpose of Information. Wisconsin law permits government employees to receive minimum necessary amount of information including patient, patient address, drug, drug class,

practitioner, or dispenser information, if related to a legally authorized function of the governmental agency.

Information may be obtained from the system by working with designated staff authorized to access the system for the following purposes:

- A. The Department alleges condition(s) or rule(s) of supervision have been violated and an investigation is necessary.
- B. The information is necessary to assist in a mortality review pursuant to Wis. Stat. §146.83.
- C. The information is necessary for appropriate supervision of the individual, monitoring compliance with rules and conditions of supervision, and/or maintaining complete and accurate case records for the individual pursuant to Wis. Admin. Code DOC 328.04 (2) (a), (i), and (j).

Agents shall submit a DOC-2892 Prescription Drug Management Program Attestation Letter to designated staff to obtain a Patient Query concerning an offender. The DOC-2892 shall be signed by Agents, noting the statutory purpose for the request.

II. Confidentiality.

- A. Information may only be obtained regarding the individual(s) on supervision.
- B. Regional offices shall designate a limited number of staff authorized to access the system. Two to three staff members per region with a maximum of one staff person per unit is appropriate. Backup coverage shall be provided by other units' authorized users as needed.
- C. Per ED 35, Information may not be re-disclosed without written patient authorization or pursuant to a court order. Disclosure without patient authorization is limited to statutory exceptions under applicable Wisconsin or Federal law. Employees shall only access the minimum information necessary to perform the job duty in question and information shall only be requested by those with a specific job duty requiring the information to perform the duty.
- D. Account holders and supervisors shall ensure user access is discontinued in the event the employee leaves Division of Community Corrections employment.

III. For detailed procedures, see the Prescription Drug Monitoring Program procedures outlined in ECRM.