



## MONTANA STATE PRISON OPERATIONAL PROCEDURE

|                                         |                                        |                           |
|-----------------------------------------|----------------------------------------|---------------------------|
| Procedure:                              | <b>MSP HS E-03.0</b>                   | <b>TRANSFER CLEARANCE</b> |
| Effective Date:                         | 11/01/2010                             | Page 1 of 3               |
| Revision Date(s):                       | 12/31/2019; 06/30/2026                 |                           |
| Public Safety Chief Signature:          | /s/ John Schaffer, Public Safety Chief |                           |
| Medical Director Signature:             | /s/ Dr. Paul Rees, MD                  |                           |
| Health Services Bureau Chief Signature: | /s/ Cynthia McGillis-Hiner, RN, MSN    |                           |

### I. PURPOSE

Outline the process used by managed care staff to ensure inmates who are candidates for transfer to contract facilities and prerelease centers are medically screened and cleared for transfer and that the receiving facility or center is aware of the inmate's health needs and has the resources to meet those needs.

### II. DEFINITIONS (see Glossary)

### III. REQUIREMENTS

#### A. General Requirements

1. Medical clearances will be completed by a Qualified Health Care Professional (QHCP) following the process outlined in *Attachment A: Medical Clearance Process*.
2. A QHCP will review all pertinent medical information including:
  - a. The inmate's:
    - 1) general state of health;
    - 2) pending medical appointments;
    - 3) mental health;
    - 4) dental issues;
    - 5) medications; and
    - 6) special needs (equipment, assistive devices, etc.); and
  - b. The availability of health care at the receiving facility
3. A QHCP will document medical clearances in the following manner:
  - a. Prerelease clearances will be documented in the Electronic Health Record (EHR).
  - b. Inmates being screened for placement in other contract facilities will be assigned medical points based on the inmate's current health status (*see Attachment A*). The medical points will be sent to Contract Placement Bureau office staff and recorded in the inmate's EHR.

### IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.

### V. ATTACHMENTS

- A. *MSP HS E-03.0 Attachment A: Medical Clearance for Inmate Transfers to Contract Facilities*



## **MONTANA STATE PRISON ATTACHMENT A: MEDICAL CLEARANCE FOR INMATE TRANSFERS TO CONTRACT FACILITIES**

### **I. MEDICAL CLEARANCES**

#### **A. Medical clearance requests come from two sources:**

1. Prerelease clearance requests from MSP Case Specialist office staff; and
2. Contract Placement Bureau ("Contract Beds") office staff.

**Note:** Each of these offices sends weekly requests for clearances, but they need managed care nurses to return slightly different sets of information to them.

#### **B. Prerelease Clearance Requests (Case Specialist)**

1. The EHR Release Summary is completed and sent to a Case Specialist.
  - a. This form contains the basic medical information that prerelease centers need to assist the inmate in transitioning into the community.
2. Generally, if an inmate has had a TB Gold/screening within the last year and a health physical on the chart, they can be cleared medically for prerelease.
3. Theoretically, inmates cannot be denied prerelease for medical reasons. However, if they have serious mental health or medical problems, some recommendations may be in order.
  - a. For instance, if an inmate is a diabetic with poor or fair control, staff may want to enter, as a recommendation, that the inmate follow up with a provider in the community within 30 days of reaching prerelease. The prerelease center will counsel the inmate concerning the recommendations.
4. If an inmate has a complicated medical history, staff may wish to consult a provider for recommendations before completing and sending the Release Summary to a Case Specialist.
5. To process a prerelease medical clearance request, staff take the following steps:
  - a. complete Release Summary for each clearance requested;
  - b. obtain recommendations from a provider as necessary; and
  - c. for inmates who have not had a physical or a TB Gold/screening, staff cannot send the final Release Summary right away. This situation must be resolved as soon as possible.
6. If the inmate lacks a current TB Gold/screening, staff must schedule one with lab staff.
7. If the inmate lacks a physical, staff must schedule with the internal scheduler.
8. Each week, staff must:
  - a. review the Medical Clearance request memos for names that have not been highlighted as completed; and
  - b. follow-up on the memos.

#### **C. Contract Beds Medical Points Request (Contract Placement Bureau)**

1. Generally speaking, the Contract Placement Bureau ("Contract Beds") office staff only want to know the medical points assigned to an inmate when they consider placement. However, a few regional prisons are not equipped for inmates with certain medical conditions:
  - a. HIV positive and Hepatitis C patients receiving treatment must stay at MSP and be marked as **"Medical Hold for CPB."**
  - b. Patients needing cardiac care or management by a physician are **not appropriate for Dawson County Detention Center.**

#### D. Processing Medical Point Requests from Contract Placement Bureau

1. To process these requests, staff take the following steps:
  - a. Take the list emailed from CPB office staff.
  - b. For all inmates who do not have their medical points entered in the database, some chart review must be conducted.
  - c. The medical points assigned by providers will be noted on either the Intake Physical or in Progress Notes. Staff must find and record these points on the printed list.
  - d. Staff must next review the chart for the conditions mentioned above and mark on the list (next to the points) whether the inmate is:
    - 1) **“Medical Hold”** for inmates **receiving treatment** for HIV, Hepatitis C or a chronic condition that is not in “fair” control as described by a provider (see the most recent Chronic Care Progress Sheet).
2. If, on review of the chart:
  - a. there are not medical points assigned, staff should mark **“points not yet assigned”** on the list and submit the chart to a provider for assignment of medical points; and/or
  - b. no physical has been completed, staff must:
    - 1) submit the name to the scheduler to schedule an appointment for a physical to be completed; and
    - 2) mark on the list, **“physical scheduled for (date)”**.
3. Staff send a copy of the list to Contract Placement Bureau (“Contract Beds”) office staff.
4. Staff retain a copy of the list in the Medical Clearance Request book for follow up the next week.