



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

Procedure No.: PPD 4.5.200	<b>Subject: HEALTH CARE RESPONSIBILITIES</b>
Reference: DOC 4.5.2; 53-1-203, MCA	Page 1 of 3
Effective Date: 09/10/15	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

**This procedure is referenced as ACCD 4.5.200 Health Care Responsibilities in Section 3.J. Offender Management; Healthcare, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.**

**I. PURPOSE:**

The Probation and Parole Division's facilities will follow established procedures in providing adult offenders access to constitutionally mandated, quality health care.

**II. DEFINITIONS:**

Clinical Policy Team – A team which may consist of the CSD Administrator, medical director, dental director, managed care RN, facility or program designated health authority, mental health or psychiatric representative, and facility or program administrator.

Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and PPD contract treatment facilities and prerelease centers.

CSD-Clinical Services Division – The division that oversees all medical, mental health, dental and vision services for all offenders in the custody of the Department in secure and contracted facilities.

Drug Formulary – A list of medications available to authorized prescribers without pre-approval in health care programs. Medications not listed on the formulary are considered non-formulary and require pre-approval from the medical director, or designee, before use in health care programs.

Health Care Providers – Licensed health care providers (e.g., physicians, nurses, psychiatrists, dentists, and mental health practitioners), including contracted or fee-for-service providers, responsible for offender health care and treatment.

Health Care Staff – Includes licensed health care providers and non-licensed health care staff (e.g., medical records staff, health care aides) responsible for offender health care administration and treatment.

Managed Care – A health care delivery system designed to balance quality of services, access to care, and containment of costs.

Managed Care RN – Coordinates the health care delivery system by cost containment efforts and utilization review for all offenders residing in Department facilities.

Medical Director – The physician(s) designated by the CSD Administrator to oversee clinical practice decisions requiring medical judgments for offenders under Department jurisdiction.

Procedure No.: 4.5.200	Chapter: Facility/Program Services	Page 2 of 3
Subject: HEALTH CARE RESPONSIBILITIES		

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

Responsible Health Authority – The individual that arranges for all levels of health care and assures quality, accessible and timely health services for offenders. The individual is appointed by the Department Director and reports directly to the Director on matters of health care.

### **III. PROCEDURES:**

#### **A. CLINICAL POLICY TEAM**

The Department's clinical policy team may:

1. Develop, revise, and monitor the implementation of Department health policies, procedures, and protocols;
2. Review and approve each facility's policies, procedures, and protocols;
3. Enforce the drug formulary and non-formulary preapproval process;
4. Make medical, dental, vision, and mental health judgments based on necessity in conjunction with policies and protocols;
5. Provide policy guidance and oversight to offender health care providers;
6. Monitor the level and quality of facility health services to ensure compliance with all applicable standards;
7. Provide professional direction and leadership; and
8. Guide facility compliance with national correctional health care standards.

#### **B. PPD FACILITIES**

1. Facilities will provide offenders with access to health care services which meet American Correctional Association and/or National Commission on Correctional Health Care standards and federal, state, and local laws and regulations; and comply with Department policies and PPD procedures. In keeping with operational efficiencies and to reduce exposure to security risk, facilities must ensure that appropriate health services will be made available on-site at the facility or through pre-approved off-site visits when the Department is expected to pay.
2. The costs of medical, mental health and dental services are determined pursuant to the contracts between the facilities and the Department.
3. Each facility will explore potential funding sources for which the offender may be eligible and will provide any information to the CSD Administrator or designee.
4. Each facility shall report all major recommended medical, dental, vision, and mental health care, and medical and dental emergencies directly to the CSD Administrator or designee and the Contract Manager as soon as possible with full information regarding the nature of the illness, the type of treatment to be provided, and the estimated length of treatment for review.
5. The state of Montana's licensing and certification requirements must apply to health care staff working in each facility to the same extent as they apply to equivalent personnel in the community. In addition, facilities will ensure nursing personnel have received the appropriate training to provide adequate assessment and triage.
6. Facilities must make utilization and cost containment information available to the Managed Care RN upon request.

Procedure No.: 4.5.200	Chapter: Facility/Program Services	Page 3 of 3
Subject: HEALTH CARE RESPONSIBILITIES		

7. Facilities must maintain written policies/procedures regarding the facility's possession and use of controlled substances and prescribed/over-the-counter medications. See *PPD 4.5.2500 Pharmaceuticals*.
8. Facilities will advise health care providers to use the Department's drug formulary. Providers must be able to justify the use of, and obtain pre-approval for, non-formulary medications.
9. The Department will provide health history records that accompany the offender to the facility. Staff must be informed of offender's special medical problems within the boundaries of medical confidentiality, and each facility must keep all records current at all times. Records will be returned to the Department when requested.

#### **IV. CLOSING:**

Questions concerning this procedure should be directed to the CSD Administrator or designee.