



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.5.40	Subject: TRANSFER SCREENING
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 5: Clinical Services	Effective Date: 4/19/2021
Department Director Signature: /s/ Brian Gootkin	Revised:
Medical Director Signature: /s/ Dr. Paul Rees	
Clinical Services Division Administrator Signature: /s/ Connie Winner	

I. POLICY

The Department of Corrections ensures offenders who are transferred within the same correctional system continue to receive appropriate health and mental health services.

II. APPLICABILITY

All Department of Corrections secure care facilities.

III. DEFINITIONS

Health Care – The sum of all actions, preventive and therapeutic, taken for the physical and mental well-being of a population. Includes medical, dental, mental health, nutrition, and other ancillary services, as well as maintaining clean and safe environment conditions.

Mental Health Staff – Qualified health care professionals who have received instruction and supervision in identifying and interacting with individuals in need of mental health services.

Intrasystem Transfers – Offenders being transferred from one facility to another within the same correctional authority's system.

Qualified Health Care Professionals – Physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for offenders, including contracted or fee-for-service professionals.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. Qualified health care professionals review each transferred offender's health record or summary to ensure continuity of care and medications. If the offender's health summary indicates that the offender is under treatment for a medical, dental, mental health, or substance abuse problem and has been diagnosed with a chronic medical problem or is taking chronic care medications, the offender's health record will be requested.

2. Mental health staff review each transferred offender's mental health record or summary within twelve (12) hours of arrival to ensure continuity of care and the review is to be documented in the offender's record.
3. When transferred from an intake facility, offenders who do not have initial medical, dental, or mental health assessments are to be evaluated at the receiving facility in a timely manner.
4. When a seriously mentally ill offender is transferred, mental health staff at the sending facility will inform mental health staff at the receiving facility of any condition that requires special and immediate attention (e.g., special medication and treatment needs).
5. Documentation in the health record demonstrates continuity of health care and medication administration.

B. Juvenile Transfer Screening

1. Qualified health care professionals review each incoming juvenile's health record or summary within twelve (12) hours of arrival and:
 - a. continuity of care is initiated;
 - b. missing initial assessments (health, mental health, dental) are identified and any required assessments are scheduled; and
 - c. records from the sending facility are filed in the current health record.
2. The receiving screening for transfers takes place upon the juvenile's arrival at the facility.
3. When the health record or a health information transfer summary comes with the juvenile and is immediately available to the screening staff, a face-to-face transfer screening encounter focuses on observation of appearance and behavior, and problems the juvenile recounts that occurred during the transfer process.
4. When the health record or a health information transfer summary is not available to the screening staff, a face-to-face transfer screening encounter, at a minimum, includes:
 - a. identification of acute and chronic health conditions;
 - b. evaluation of suicidal risks;
 - c. review of any allergies;
 - d. observation of appearance and behavior; and
 - e. problems the juvenile recounts that occurred during the transfer process.
5. Documentation of the transfer screening is dated and timed immediately upon completion and includes the signature and title of the person completing the process.

V. CLOSING

Questions concerning this policy should be directed to the Clinical Services Division Administrator.

VI. REFERENCES

- A. *P-E-03; National Commission on Correctional Health Services, 2018*
- B. *MH-E-03; National Commission on Mental Health Services in Correctional Facilities, 2015*

C. Y-E-03; National Commission on Correctional Health Services in Juvenile Detention and Confinement Facilities, 2015

D. DOC 4.5.22 Offender Health Care Continuity

VII. ATTACHMENTS

None