



**MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE**

Procedure No.: MSP HS E-02.0	Subject: Intake Health Screening & Physical Assessment
Reference: NCCHC Standards P-E-02, P-E-01, and P-E-05, P-E-04, P-E-03, 2018, DOC 4.5.13, Intake/Reception Health Screening	Page 1 of 4 and no attachments
Effective Date: November 1, 2010	Revised: October 1, 2020, October 29, 2021
Signature / Title: /s/ Cindy Hiner / Medical Bureau Chief	
Signature / Title: /s/ Paul Rees / Medical Director	

I. Purpose:

To establish procedures to ensure all inmates arriving at Montana State Prison are screened to identify urgent or emergent health needs and receive initial health assessments.

II. Definitions:

Health Assessment and Physical Examination (H&P) - a head-to-toe history and physical performed by a physician, physician assistant, nurse practitioner, or other practitioner as permitted by law.

- The **health assessment** is the process whereby the health status of an individual is evaluated, including questioning the patient regarding symptoms.
- The **physical examination** is an objective, hands-on evaluation of an individual. This evaluation includes the inspection, palpation, auscultation, and percussion of a patient’s body to determine the presence or absence of physical signs of disease.

Receiving Questionnaire - a self-reporting form completed by an inmate immediately upon his arrival at the intake facility and reviewed ASAP by health care staff or admitting staff only if health care staff are unavailable.

Receiving Screening - an initial intake assessment completed by the nursing staff. This screening is a process of structured inquiry and observation designed to prevent newly arrived inmates who pose a threat to their own or others’ health or safety from being admitted to the facility’s general population, and to get them rapid medical care. It is intended to identify potential emergency situations among new arrivals, and to ensure that those inmates with known illnesses and/or are currently on prescribed medications are identified for further assessment and continued treatment.

Medical Clearance - a documented clinical assessment of medical, dental, and mental status before an individual is admitted into the facility. The medical clearance may come from on-site health staff or may require sending the individual to the emergency room.

III. Procedures:

- A. Admissions Staff will ensure that each inmate arriving at the Martz Diagnostic & Intake Unit (MDIU) completes a [Receiving Questionnaire](#) as part of the initial intake process. This questionnaire will be reviewed by MDIU admissions staff immediately upon completion by the inmate.
 1. Information should be provided to the offender during intake processing on how to access health services, including emergency, routine medical, dental and mental health services including how to utilize the grievance process for health-related complaints.

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2. MDIU admissions staff will immediately refer any inmate who has impaired consciousness, are bleeding, or are otherwise in need of medical attention to the appropriate on-site medical/mental health staff for care and medical clearance into the facility.
 3. MDIU intake staff will immediately refer any inmate who reports (via the Receiving Questionnaire) positive answers for symptoms of contagious diseases or illness, to be on chronic medications (e.g., insulin), or to have significant mental problems to medical or mental health staff for care and medical clearance into the facility. In the event that health care staff are not currently on-duty at the MDIU for immediate referrals, admissions staff will contact and notify other MSP health care or mental health staff of the inmate's condition.
 - a. If hospitalization or outside emergency care occurs, admission or return to the facility will be predicated upon written medical clearance from the hospital.
- B. Receiving Screening will be completed by the qualified health professional on all incoming inmates within 24 hours of their arrival in order to identify any acute or current health related conditions or requirements. Nursing staff will use the Receiving Screening/Health &Assessment form as approved by the RHA. Receiving Screening will be conducted using a form and language fully understood by the inmate. Nursing staff will also consider appropriate communication for inmates who may have a physical (speech, hearing, sight) or mental disability.
1. At a minimum, MDIU health care staff will inquire about:
 - a. Current and past illnesses, health conditions, or special health requirements (e.g. hearing impairment, visual impairment, ambulation impairment);
 - b. Current assistive devices (e.g. ambulation aids, eyeglasses, hearing aids, sleep apnea machine, monitors, implanted devices);
 - c. Past serious infectious disease;
 - d. Recent communicable illness symptoms (e.g., chronic cough, coughing up blood, lethargy, weakness, weight loss, loss of appetite, fever, night sweats);
 - e. Past or current mental illness, including hospitalization;
 - f. History of or current suicidal ideation;
 - g. Dental problems (decay, gum disease, abscess);
 - h. Allergies;
 - i. Special dietary needs;
 - j. Prescription medications (including type, amount, and time of last use)
 - k. Legal and illegal drug use (including type, amount, and time of last use);
 - l. Current or prior drug withdrawal symptoms;
 - m. Current symptoms or need for testing for Chlamydia, Gonorrhea, HIV, Hep C, Syphilis, etc.; and
 - n. Other health problems as designated by the responsible physician.
 2. MDIU health care staff, using the Receiving Screening/Health &Assessment form will record observations of the inmate's:
 - a. Behavior (e.g. disorderly, appropriate, insensible);
 - b. State of consciousness (e.g. alert, responsive, lethargic);
 - c. Ease of movement (e.g. body deformities, gait);
 - d. Breathing (e.g. persistent cough, hyperventilation);
 - e. Skin (including lesions, jaundice, rashes, infestations, bruises, scars, tattoos, and needle marks or other indications of drug abuse); and
 - f. Appearance (e.g. sweating, tremors, anxious, disheveled).

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3. MDIU health care staff will pay attention for signs of trauma and will report suspected abuse of inmates in custody to the appropriate authorities. Inmates with recent signs of trauma are to be treated or referred immediately for medical and/or mental health treatment if needed.
4. When clinically indicated, MDIU health care staff will immediately refer inmates to the appropriate health care service and note this referral on the receiving screening form.
5. MSP Clinical Services may request any individual with comprehensive medical issues or needs to be a priority for prioritized classification and movement into a main compound housing unit.
6. MDIU health care staff will indicate the disposition of the inmate (e.g., immediate referral to an appropriate health care service, placed in general population) on the receiving screening form and will assure that disposition is appropriate to the findings of the receiving screening.
7. MDIU health care staff will initiate a request for outside medical records at the time of the intake assessment as deemed necessary by that staff. This will include obtaining a signed release from the inmate. This request will be documented in the appropriate area on the Intake Health Screening form.
8. MDIU health care staff will date and time the receiving screening form immediately upon completion, and will include the name, signature and title of the person completing the form.
9. MDIU health care staff will isolate inmates identified as having pulmonary tuberculosis disease from the general inmate population and will initiate immediate treatment for the disease (see *MSP HS B-01.4, Disease Prevention –TB Control Program*).
10. MDIU health care staff will identify and address immediate health needs and isolate potentially infectious inmates.
11. All incoming medication and medication administration records will be reviewed by nursing staff with a provider and continued as appropriate.
12. MDIU health care staff will complete a screening test for tuberculosis (see *MSP HS B-01.4, Disease Prevention –TB Control Program*).
13. MDIU health care staff will offer all incoming inmates an oral HIV screening test (see *MSP HS B-01.3, Rapid HIV Testing*).

C. The Health Assessment and Physical Examination (H&P) will be completed by a physician, physician assistant, nurse practitioner, or other practitioner as permitted by law as soon as possible, but no later than seven (7) calendar days after the inmate’s arrival. The H&P is conducted with the intent that clinicians assess, identify, and develop a plan for meeting the health needs of the individual.

The initial H&P will include, but is not limited to:

1. A review of the receiving screening results;
2. The collection of additional data to complete the medical, dental, and mental health histories;
3. Review of past, available health records;
4. A recording of vital signs collected by qualified health care professionals which includes height, weight, pulse, blood pressure, and temperature);
5. Physical examination (including rectal and testicular exams as indicated by the patient’s gender, age, risk factors, and clinical practice guidelines);
6. Laboratory and/or diagnostic tests for communicable diseases including sexually transmitted disease as indicated per DOC 4.5.11;
7. Other diagnostic labs when appropriate;
8. Immunizations when appropriate;
9. Specific problems are integrated into an initial problem list in the individual medical chart;

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10. Diagnostic and therapeutic plans for each problem are developed as clinically indicated;
11. Enrollment in the appropriate chronic care category; and
12. Documentation is to be done using a [*Receiving Screening and Health Assessment form*](#).

D. Transfer Screening will assure that inmates transferred within the Montana DOC system continue to receive appropriate health services.

1. Intra-system transfers into MSP will receive a nursing screening assessment and will be scheduled for a provider H & P as outlined above. This will happen in a timely manner.
2. When transferred from an intake facility, inmates who have not had initial medical, dental, or mental health assessments are to be evaluated as outlined above in a timely manner.
3. Documentation in the electronic health record will demonstrate continuity of health care and medication administration.
4. If health records have not been forwarded with the inmate, they should be requested in a timely manner to assure continuity of health care and medication administration.

E. Mental Health Screening and Evaluation will occur as outlined in MSP HS E-05.0.

IV. Closing

Questions concerning this operational procedure will be directed to the Clinical Services Manager.

V. Attachments: none

VI. References:

NCCHC Standards P-E-02, P-E-03, 2018
 Receiving Questionnaire form
 Receiving Screening and Health Assessment form
 DOC 4.5.13, Intake/Reception Health Screening
 DOC 4.5.14, Offender Health Assessments
 DOC 4.5.11, Infection Control Program
 MSP 4.1.1, Inmate Admission Procedures
 MSP HS E-05.0, Mental Health Screening and Evaluation