



**COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU  
FACILITY OPERATIONAL REQUIREMENT**

Requirement:	<b>PFB 6.2.471 HEALTH CARE RESPONSIBILITIES</b>
Effective Date:	08/01/2023 <span style="float: right;">Page 1 of 3</span>
Revision Date(s):	12/06/2023
Reference(s):	PFB 6.2.484; DOC 4.5.2; 53-1-203, MCA
Signature / Title:	/s/ Scott Eychner, Community Corrections Facilities and Programs Chief

**This procedure is referenced as *PPD 4.5.200 Health Care Responsibilities* in Section 3.J. Offender Management; Healthcare, in the following contracts: Alpha House, Butte Prerelease, Elkhorn, Gallatin County Reentry Program, Helena Prerelease, Nexus, Passages, and START. This procedure is also referenced in Section 2.2.9. Services; Healthcare, in the following contracts: Connections Corrections Program (CCP) East, Connections Corrections Program (CCP) West, and WATCH West.**

**I. PURPOSE:**

All facilities contracted with the Community Corrections Facilities and Programs Bureau (FPB) will follow this facility operational requirement in providing adult offenders access to constitutionally mandated, quality health care.

**II. DEFINITIONS:**

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

**Community Corrections Facilities and Programs Bureau** – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services. This Bureau is referenced interchangeably as Programs and Facilities Bureau (PFB) or Facilities and Programs Bureau (FPB) in procedures and forms.

**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.

**Facilities and Programs Contract Managers** – The Department’s employees who act as the liaisons between the Department and FPB contract facilities regarding services and offender management. These employees also monitor compliance with the terms of contractual agreements between the Department and FPB contract facilities.

**Health Care Staff** – Includes licensed qualified health care professionals and non-licensed health care staff (for example, medical records staff, health care aides) responsible for offender health care administration and treatment.

**HSB-Health Services Bureau** – The Bureau within the Department responsible for the overall health care functions of medical, mental health, dental, and vision for all programs and facilities.

**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 HSB Chief to oversee clinical practice decisions requiring medical judgments for offenders under Department jurisdiction.

**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.

**Responsible Health Authority** – The individual who arranges for all levels of health care and assures quality, accessible, and timely health services for offenders.

### III. PROCEDURES:

#### A. Clinical Policy Team

In regard to contracted community corrections facilities, 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 pre-approval process;
4. make medical, mental health, and dental judgments based on necessity in conjunction with policies and protocols;
5. provide policy guidance and oversight to qualified health care professionals regarding the care and treatment of offenders;
6. monitor the level and quality of facility health services to ensure compliance with all applicable standards; and
7. provide professional direction and leadership.

#### B. Contracted Community Corrections Facilities

1. In accordance with contracts, facilities will provide offenders with access to health care services including medical, psychiatric, dental, optometric, pharmaceutical, psychological, and other medical-related services. These services must meet applicable: American Correctional Association and National Commission on Correctional Health Care standards; federal, state, and local laws and regulations; and 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.

## Subject: HEALTH CARE RESPONSIBILITIES

2. Offenders in prerelease centers (other than inmate workers) are financially responsible for their own health care. Prerelease centers will ensure offenders have access to appropriate off-site health services.
3. Responsibility for the costs of medical, mental health, and dental services is determined pursuant to the contracts between the facilities and the Department.
4. As part of the intake process, prerelease centers will assist offenders in obtaining health insurance or health coverage for which they may be eligible in accordance with applicable state or federal law.
5. Each facility shall report all major recommended medical, mental health, and dental care, and all medical and dental emergencies directly to [cormedical@mt.gov](mailto:cormedical@mt.gov) and [correquests@mt.gov](mailto:correquests@mt.gov) as soon as possible with full information regarding the nature of the illness, the type of treatment to be provided, and the name and location of the health care provider. Upon the offender's return to the facility, facility must notify [cormedical@mt.gov](mailto:cormedical@mt.gov) and [correquests@mt.gov](mailto:correquests@mt.gov) and include discharge instructions.
6. 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.
7. Facilities must make utilization and cost containment information available to the Managed Care RN upon request.
8. Facilities must maintain written policies/procedures regarding the facility's possession and use of controlled, prescribed, and/or over-the-counter medications. See *PFB 6.2.484 Pharmaceuticals*.
9. Facilities will advise qualified health care professionals to use the Department's drug formulary. Providers must be able to justify the use of, and obtain pre-approval for, non-formulary medications. The Department will provide a copy of the formulary.
10. Pursuant to an ROI from the offender, 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. Each facility must keep all records current at all times.

**IV. CLOSING:**

Questions concerning this facility operational requirement should be directed to the HSB Chief or the FPB Chief or designees.

**V. FORMS:** *(available to facility staff on request from HSB or FPB staff)*

*Medical Preauthorization Request Form*  
*MT DOC Dental Services Request Form*  
*Non-Formulary Medical Request Form*