



## ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 4.5.1400	Subject: <b>ALT-SECURE OFFENDER INTAKE HEALTH SCREENINGS</b>	
Reference: DOC 4.5.14; 53-1-203, MCA	Page 1 of 2	
Effective Date: 10/21/14	Revision Dates:	
Signature / Title: /s/ Pam Bunke, ACCD Administrator		

### I. DIVISION DIRECTIVE:

Adult Community Corrections Division's facilities will follow established procedure to ensure inmate workers and alt-secure offenders receive initial screening and periodic health assessments for ongoing health care needs.

### II. DEFINITIONS:

ACCD-Adult Community Corrections Division Facility – Division facilities include the Missoula Assessment and Sanction Center (MASC); Treasure State Correctional Training Center (TSCTC); and the contracted facilities of Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment and Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

CSD-Clinical Services Division – The Department's division that administers health care services for adult and youth offenders.

Department – The Montana Department of Corrections.

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 Screening – A process of structured inquiry and observation intended to identify any potential emergency situations and to ensure those offenders with known illnesses and/or on medication are identified for further assessment and continued treatment.

Physical Examination – An objective, hands-on medical evaluation of an individual to determine the presence or absence of physical signs of disease.

### III. PROCEDURES:

#### A. Health Screenings

##### 1. Treasure State Correctional Training Center (TSCTC)

TSCTC staff will follow the procedure established in *CTC Operational Procedure 4.5.13, Initial Health Assessment and Evaluation*.

**Subject: ALT-SECURE OFFENDER HEALTH INTAKE SCREENINGS****2. Other ACCD Facilities**

- a. Inmate workers and offenders in alt-secure ACCD facilities will be given an initial health screening within 14 days of arrival unless a physical examination was conducted and documented at another facility within the previous six (6) months. The initial screening will include, but is not limited to:
  - i. the collection of additional data to complete the medical, dental, and mental health histories;
  - ii. a recording of vital signs (i.e., height, weight, pulse, blood pressure, and temperature);
  - iii. physical examination;
  - iv. laboratory and/or diagnostic tests for communicable diseases as follows:
    - 1) Tuberculosis (TB) testing, unless one was done within the past year. The Department is responsible for the cost of testing for inmate workers and offenders in alt-secure facilities.
    - 2) Hepatitis C and HIV/AIDS upon request. Offenders are informed that they may either request or decline testing for Hepatitis C and HIV/AIDS at initial assessment. Those offenders who request the Hepatitis C and/or HIV/AIDS testing must receive pre-approval from the Clinical Services Division. The Department is responsible for the costs of this testing.
  - v. initiation of therapy and immunizations as appropriate.
- b. Health care providers must perform the hands-on portion of the health screening.
- c. A registered nurse may perform the hands-on portion of the health screening when:
  - i. the nurse completes appropriate training approved or provided by the responsible physician; and
  - ii. the responsible physician documents his/her review of all health screenings.

**B. Responsibility of Health Care Providers**

ACCD facility health care providers will:

1. Enter the collected and reviewed data during the health screening in the offender's health record at the time of the screening;
2. Document any health-related restrictions on an offender's housing, work, or other activities, and communicate these restrictions to the appropriate facility staff;
3. Inform the offender of test results and any recommendations for further evaluation, referral, or treatment; and
4. Provide health education and disease prevention information to offenders during screenings.

**IV. CLOSING:**

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