Procedure No.: MSP HS E-02.0 | Subject: Intake Health Screening & Initial Assessment

Reference: NCCHC Standards P-E-02, P-E-01, and P-E-05, 2008; 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

Effective Date: November 1, 2010 | Revised: June 1, 2017

Signature / Title: /s/ Cindy Hiner / Health Services Manager

Signature / Title: /s/ 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.

III. Procedures:
A. 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 act as an **explicit medical clearance** and will be reviewed by MDIU intake staff immediately upon completion by the inmate.

1. MDIU intake 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.
2. 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.
a. In the event that health care staff are not currently on-duty at the MDIU for immediate referrals, intake staff will contact and notify other MSP health care or mental health staff of the inmate’s condition.
b. If hospitalization 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 nursing staff on all incoming inmates within 24 hours of their arrival at the MDIU in order to identify any acute or current health related conditions or requirements.

1. At a minimum, MDIU health care staff will inquire about:
   a. current and past illnesses, health conditions, or special health requirements (e.g. dietary needs);
   b. current assistive devices (e.g. walking canes, eye glasses, hearing aids);
   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;
   h. allergies;
   i. legal and illegal drug use (including time of last use);
   j. drug withdrawal symptoms;
   k. current symptoms or need for testing for Chlamydia, Gonorrhea, HIV, Hep C, Syphilis, etc.; and
   l. other health problems as designated by the responsible physician.

2. MDIU health care staff, using the above mentioned approved 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).

3. MDIU health care staff will pay attention for signs of trauma and will report suspected abuse of inmates to the appropriate authorities. Inmates with recent signs of trauma are to be treated or referred immediately 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. MSP health services may request any individual with comprehensive medical issues or needs to be a priority for classification and movement into a main compound housing unit.

5. 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.

6. MDIU health care staff will date and time the receiving screening form immediately upon completion, and the person completing the form will sign it.
7. MDIU health care staff will identify and address immediate health needs, and isolate potentially infectious inmates.

8. 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).

9. All incoming medication and medication administration records will be reviewed by nursing staff with a provider and continued as appropriate.

10. MDIU health care staff will complete a screening test for tuberculosis (see MSP HS B-01.4, Disease Prevention –TB Control Program).

11. 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 Screening (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 calendar days after the inmate’s arrival. The H&P is conducted with the intent that clinicians assess and 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. a recording of vital signs collected by qualified health care professionals (i.e. height, weight, pulse, blood pressure, and temperature);
4. a physical examination (including rectal and testicular exams as indicated by the patient’s gender, age, and risk factors);
5. laboratory and/or diagnostic tests for communicable diseases including sexually transmitted disease as indicated per DOC 4.5.11;
6. initiation of therapy and immunizations when appropriate;
7. enrollment in the appropriate chronic care category; and
8. documentation is to be done using a Receiving Screening and Health Assessment form.

D. Modified Health Assessments

1. An H&P is not required for a readmitted inmate when:
   a. the previous H&P was performed within the past 12 months; and
   b. the inmate’s current initial Receiving Screening status shows no change.

2. Inmates re-entering a secure facility within 12 months of release will receive a modified health assessment by a provider, to include, but not be limited to:
   a. a review of the health record by a qualified health care professional within 12 hours of arrival
   b. a review of the intake/reception health screening results;
   c. collection and review of laboratory and diagnostic tests to detect communicable disease; and
   d. recording and review of height, weight, pulse, blood pressure, and temperature.

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

IV. Attachments: none

V. References:
NCCHC Standards P-E-02, P-E-01, and P-E-05, 2014
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