# Correctional Managed Health Care Policy Manual

## TABLE OF CONTENTS

## SECTION A – GOVERNANCE AND ADMINISTRATION

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to Care</td>
<td>A-01.1</td>
</tr>
<tr>
<td>Responsible Health Authority</td>
<td>A-02.1</td>
</tr>
<tr>
<td>Treatment of Injuries Incurred in the Line of Duty</td>
<td>A-02.2</td>
</tr>
<tr>
<td>Medical Autonomy</td>
<td>A-03.1</td>
</tr>
<tr>
<td>Administrative Meetings</td>
<td>A-04.1</td>
</tr>
<tr>
<td>Health Services Statistical Report</td>
<td>A-04.2</td>
</tr>
<tr>
<td>Health Services Policies</td>
<td>A-05.1</td>
</tr>
<tr>
<td>Quality Improvement/Quality Management Program</td>
<td>A-06.1</td>
</tr>
<tr>
<td>Professional and Vocational Nurse Peer Review Process</td>
<td>A-06.2</td>
</tr>
<tr>
<td>Emergency Plans and Drills</td>
<td>A-07.1</td>
</tr>
<tr>
<td>Disaster Drill Evaluation Form</td>
<td>A-07.1 Attachment A</td>
</tr>
<tr>
<td>Decision Making for Serious Mentally Ill Patients</td>
<td>A-08.1</td>
</tr>
<tr>
<td>Mental Health Disciplinary Review Form</td>
<td>A-08.1 Attachment A</td>
</tr>
<tr>
<td>Transfers of Offenders with Acute Conditions</td>
<td>A-08.2</td>
</tr>
<tr>
<td>Referral of Offenders to the Developmental Disabilities Program (DDP)</td>
<td>A-08.3</td>
</tr>
<tr>
<td>Offender Medical and Mental Health Classification</td>
<td>A-08.4</td>
</tr>
<tr>
<td>Guidelines for Completing the Health Summary for Classification Form</td>
<td>A-08.4 Attachment A</td>
</tr>
<tr>
<td>Coordination with Windham School System</td>
<td>A-08.5</td>
</tr>
<tr>
<td>Medically Recommended Intensive Supervision (MRIS) Screening</td>
<td>A-08.6</td>
</tr>
<tr>
<td>Medically Recommended Intensive Supervision Screening Form</td>
<td>A-08.6 Attachment A</td>
</tr>
<tr>
<td>Medically Recommended Intensive Supervision Medical Summary</td>
<td>A-08.6 Attachment B</td>
</tr>
<tr>
<td>PULHES System of Offender Medical and Mental Health Classification</td>
<td>A-08.7</td>
</tr>
<tr>
<td>(A) Correctional Managed Health Care PULHES</td>
<td>A-08.7 Attachment A</td>
</tr>
<tr>
<td>(B) Guidelines For Coding PULHES</td>
<td>A-08.7 Attachment B</td>
</tr>
<tr>
<td>Medical Pass</td>
<td>A-08.8</td>
</tr>
<tr>
<td>The Chronic Mentally Ill Treatment Program (CMI-TP)</td>
<td>A-08.9</td>
</tr>
<tr>
<td>The Program for the Aggressive Mentally Ill Offender (PAMIO)</td>
<td>A-08.10</td>
</tr>
<tr>
<td>Privacy of Care</td>
<td>A-09.1</td>
</tr>
<tr>
<td>Notification Requirements Regarding Critically Ill Offenders</td>
<td>A-10.1</td>
</tr>
<tr>
<td>Procedure to be Followed in Cases of Offender Death</td>
<td>A-11.1</td>
</tr>
</tbody>
</table>
SECTION B – MANAGING A SAFE AND HEALTHY ENVIRONMENT

PLEASE REFER TO THE INFECTION CONTROL POLICY MANUAL

http://www.tdcj.texas.gov/divisions/cmhc/infection_control_policy_manual.html

SECTION C – PERSONNEL AND TRAINING

Licensure and Credential Verification C-18.1
Correctional Managed Health Care Reference Materials C-19.1
Health Services Reference Materials C-19.2
Sample Correctional Managed Health Care Bookshelf C-19.2 Attachment A
Training for Correctional Officers C-20.1
Offender Workers C-22.1
Position Descriptions C-23.1
Staffing Levels C-24.1
Orientation Training for Health Services Staff C-25.1

SECTION D – HEALTH CARE SERVICES SUPPORT

Pharmaceuticals D-27.1
Heat Stress D-27.2
Medications Associated With Heath Stress D-27.2 Attachment A
Comorbidities That May Affect Heat Tolerance D-27.2 Attachment B
Heat-Related Illness Reporting Form D-27.2 Attachment C
Photosensitivity D-27.3
Clinic Space, Equipment, and Supplies D-28.1
Sharp, Needle and Syringe Control D-28.2
Facility Repairs and Renovations D-28.3
First Aid Kits D-28.4
Equipment, Supplies and Inventory D-28.5
Access to Diagnostic Services D-29.1
Hospital and Specialized Ambulatory Care D-30.1
Scheduling Approved Consultations to Specialty Health Services D-30.2

SECTION E – INMATE CARE AND TREATMENT

Information on Health Care Services E-31.1
Organ or Tissue Donation E-31.2
Donor Information Sheet E-31.2 Attachment A
Retraction Of Tissue And Organ Donor Status E-31.2 Attachment B
Obtaining Community Hospital Offender Information E-31.3
Management Of Offenders Who Have Received Solid Organ and Stem Cell Transplants E-31.4
Receiving, Transfer and Continuity of Care Screening E-32.1
CMC Intake History and Health Screening Form E-32.1 Attachment A
SAFPF Detoxification Medications List E-32.1 Attachment B
Health Appraisal of Incoming Offenders E-34.1
Periodic Physical Examinations E-34.2
Use of Force Procedures E-34.3
Reporting Suspected Abuse E-34.4
Chemical Agents and the Use of Force Contraindication List E-34.5
Mental Health Appraisal for Incoming Offenders E-35.1
Mental Health Evaluation E-35.2
Dental Treatment Levels of Care E-36.1
In-processing Offenders – Dental Examination, Classification, Education and Treatment E-36.2
Recording and Scheduling Dental Patient Visits E-36.3
Dental Prosthodontic Services E-36.4
Medically Necessary Dental Prosthetics Referral Form E-36.4 Attachment A
Completed Dental Prosthesis Requisition Form E-36.4 Attachment B
<table>
<thead>
<tr>
<th>Section</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Utilization/Quality Review Committee</td>
<td>E-36.5</td>
</tr>
<tr>
<td>Periodontal Disease Program</td>
<td>E-36.6</td>
</tr>
<tr>
<td>Dental Clinic Operations Reporting</td>
<td>E-36.7</td>
</tr>
<tr>
<td>Dental Comprehensive Treatment Plan (DCTP)</td>
<td>E-36.8</td>
</tr>
<tr>
<td>Daily Processing of Health Complaints and Sick Call</td>
<td>E-37.1</td>
</tr>
<tr>
<td>Sick Call Procedure For Offenders Unable To Write</td>
<td>E-37.1 Attachment A</td>
</tr>
<tr>
<td>Guidelines for Clipper Shave Pass</td>
<td>E-37.2</td>
</tr>
<tr>
<td>Medical Lay-Ins</td>
<td>E-37.3</td>
</tr>
<tr>
<td>Lockdown Procedures</td>
<td>E-37.4</td>
</tr>
<tr>
<td>Interpreter Services – Monolingual Spanish-Speaking Offenders</td>
<td>E-37.5</td>
</tr>
<tr>
<td>Cosmetic Surgery</td>
<td>E-37.6</td>
</tr>
<tr>
<td>Health Evaluation and Documentation Offenders in Segregation / Restrictive Housing</td>
<td>E-39.1</td>
</tr>
<tr>
<td>Alternative Meal Service</td>
<td>E-39.2</td>
</tr>
<tr>
<td>Direct Medical Orders</td>
<td>E-40.1</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>E-41.1</td>
</tr>
<tr>
<td>Emergency Response During Hours of Operation</td>
<td>E-41.2</td>
</tr>
<tr>
<td>Emergency Response Bag Inventory List</td>
<td>E-41.2 Attachment A</td>
</tr>
<tr>
<td>Offender Transport and Transfer</td>
<td>E-42.1</td>
</tr>
<tr>
<td>Missed Clinic Appointment</td>
<td>E-42.2</td>
</tr>
<tr>
<td>SLC Missed Appointment Audit/Survey</td>
<td>E-42.2 Attachment A</td>
</tr>
<tr>
<td>Transportation of Infirmary and Inpatient Mental Health Offenders</td>
<td>E-42.3</td>
</tr>
<tr>
<td>Authorization To Leave The Inpatient or Sheltered Housing Setting</td>
<td>E-42.3 Attachment A</td>
</tr>
<tr>
<td>Medical Holds</td>
<td>E-42.4</td>
</tr>
<tr>
<td>Delegation to Advanced Practice Registered Nurses and Physician Assistants</td>
<td>E-43.1</td>
</tr>
<tr>
<td>Prescriptive Authority Agreement</td>
<td>E-43.1 Attachment A</td>
</tr>
<tr>
<td>Alternative Physician Supervision Log</td>
<td>E-43.1 Attachment B</td>
</tr>
<tr>
<td>Continuity of Care</td>
<td>E-44.1</td>
</tr>
<tr>
<td>Examination of Offenders by Private Practitioners</td>
<td>E-44.2</td>
</tr>
<tr>
<td>Request and Consent for Examination by Private Practitioner</td>
<td>E-44.2 Attachment A</td>
</tr>
</tbody>
</table>

**SECTION F – HEALTH PROMOTION AND DISEASE PREVENTION**

<table>
<thead>
<tr>
<th>Section</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Education and Promotion</td>
<td>F-46.1</td>
</tr>
</tbody>
</table>
Therapeutic Diets and Food Allergies F-47.1
Counseling Sheet For Therapeutic Diet Refusal F-47.1 Attachment A
Exercise Program F-48.1
Personal Hygiene F-49.1
Tobacco Free Environment F-50.1

SECTION G – SPECIAL NEEDS AND SERVICES

Offenders with Special Needs G-51.1
Admission to A Geriatric Center G-51.2
Admission Health Appraisals for Offenders with Physical Disabilities G-51.3
Speech Pathology Referral Criteria for TDCJ G-51.3 Attachment A
Level of Care Assessment G-51.3 Attachment B
Wheelchair Repair & Maintenance G-51.4
Certified American Sign Language (ASL) Interpreter Services G-51.5
Referral of an Offender for Admission into a Behavioral Health Facility G-51.6
Behavioral Health Treatment for Substance Abuse Felony Punishment Facility G-51.7
Offenders
Care of Offenders With Terminal Conditions G-51.8
Consent to Hospice Care G-51.8 Attachment A
Hospice Guidelines G-51.8 Attachment B
Wheelchair Use G-51.9
Special Wheelchair Committee, Treatment Plan of Offender Refusing To Walk G-51.9 Attachment A
Special Wheelchair Committee Treatment Plan Form G-51.9 Attachment B
Chronic Care Program G-51.10
Treatment of Offenders with Intersex Conditions, Gender Identity Disorder, or G-51.11
Gender Dysphoria
Consent Form for Therapy with Male Hormones G-51.11 Attachment A
Consent Form for Therapy with Female Hormones G-51.11 Attachment B
Offenders with Special Needs who are Releasing From TDCJ G-51.12
Admission to a Sheltered Housing G-51.13
Infirmary Care G-52.1
Chronic Mentally Ill – Sheltered Housing (CMI-SH) G-52.2
Admission to the TDCJ Mental Health Therapeutic Diversion Program (MHTDP) G-52.3
Mental Health Therapeutic Diversion Program – Eligibility Diagnoses
Seriously Mentally III – Sheltered Housing (SMI-SH)
Seriously Mentally III – Sheltered Housing (SMI-SH) Referral Form
Suicide Prevention Plan
Health Services Policy Facility Addendum
Management of Offenders Hunger-Strikes
Detoxification
Pregnant Offenders
Offenders with Alcohol or Other Substance Abuse Disorders
Sexual Assault/Substance Abuse
Penal Code, Chapter 22. – Assaultive Offenses
Optical Prostheses and Appliances
Correctional Managed Health Care Dispensing of Prescription Eyewear
Medical Prostheses and Orthotic Devices
Examples of Conditions not Suitable for Brace and Limb Referral Which Can be Managed at the Unit Level

SECTION H – HEALTH RECORDS

Health Records – Organization, Maintenance and Governance
Outpatient/Inpatient Health Record Format
List of EHR Chart Sections
List of Approved Abbreviations
CMHC Electronic Health Record – Standard Operating Procedure (SOP)
CMC Documentation Clarification
CMHC Electronic Health Record SOP – Creating an Addendum Note
Incomplete Chart Notation
Inpatient Health Records
History and Physical Examination
Discharge Summary
Approval To File an Incomplete Medical Record
Health Services Forms Control and Design
Utilization of the Electronic Health Record
Confidentiality and Release of Information

Affidavit of Personal Representative

Calculation of Costs for Patient Health Information (2/2005) Facilities

Calculation of Costs for Patient Health Information (2/2005) Health Services Archives

Authorization for the Use and Disclosure of Protected Health Information (PHI) – (HSA-27) English Version

Authorization for the Use and Disclosure of Protected Health Information (PHI) – Spanish Version

Transfer of Health Records

Breach of Confidentiality Incident Log

Breach of Confidentiality Form

Retention/Destruction of Health Records

SECTION I – MEDICAL-LEGAL ISSUES

Medical Therapeutic Restraints

Medical Therapeutic Restraint Flow Sheet

Therapeutic Restraint of Mental Health Patients

Therapeutic Seclusion of Mental Health Patients

Compelled Psychoactive Medication for Mental Illness

CMHC MH Services – Certificate of Emergency Compelled Psychoactive Medication in a Mentally Ill Person

Certificate of Non-Emergency Compelled Psychoactive Medication in a Mentally Ill Person

Blood and Urine Testing for Forensic Purposes

DNA Specimen Collection

Forensic Information

Medical Consultation for the Offender Drug Testing Program

Offender Controlled Substance Testing Information Form

Prescription Drugs Giving Positive Results for the Sure-Screen Test

Participation in Executions

Informed Consent

Request/Consent For Treatment Or Services

Consent for Admission to a Behavioral Health Facility
TDCJ - Mental Health Services – Voluntary Consent for Admission to a Behavioral Health Facility
TDCJ - Mental Health Services – Psychiatric Involuntary Admission Review
TDCJ - Mental Health Services - Involuntary Admission to a Behavioral Health Facility
Offender’s Right to Refuse Treatment, Department’s Right to Compel Treatment
Request for Compelled Medical Treatment
Refusal of Treatment or Services
Instructions For Completing The Refusal Of Treatment Form
Patient Self-Determination Act, Natural Death Act, Advance Directives Act
Directive To Physicians
Standard Out-Of-Hospital Do-Not-Resuscitate Order
Patient Information About Advance Directives
Biomedical Research

I-70.2 Attachment A
I-70.2 Attachment B
I-70.2 Attachment C
I-71.1
I-71.1 Attachment A
I-71.1 Attachment B
I-71.1 Attachment C
I-71.2
I-71.2 Attachment A
I-71.2 Attachment B
I-71.2 Attachment C
I-72.1