

# Correctional Managed Health Care Policy Manual

## TABLE OF CONTENTS

### SECTION A – GOVERNANCE AND ADMINISTRATION

Access to Care	A-01.1
Responsible Health Authority	A-02.1
Treatment of Injuries Incurred in the Line of Duty	A-02.2
Medical Autonomy	A-03.1
Administrative Meetings	A-04.1
Health Services Statistical Report	A-04.2
Health Services Policies	A-05.1
Quality Improvement/Quality Management Program	A-06.1
Professional and Vocational Nurse Peer Review Process	A-06.2
Emergency Plans and Drills	A-07.1
Disaster Drill Evaluation Form	A-07.1 Attachment A
Decision Making – Mental Health Patients	A-08.1
Mental Health Disciplinary Review Form	A-08.1 Attachment A
Transfers of Offenders with Acute Conditions	A-08.2
Referral of Offenders to the Developmental Disabilities Program (DDP)	A-08.3
Offender Medical and Mental Health Classification	A-08.4
Guidelines for Completing the Health Summary for Classification Form	A-08.4 Attachment A
Coordination with Windham School System	A-08.5
Medically Recommended Intensive Supervision (MRIS) Screening	A-08.6
Medically Recommended Intensive Supervision Screening Form	A-08.6 Attachment A
Medically Recommended Intensive Supervision Medical Summary	A-08.6 Attachment B
PULHES System of Offender Medical and Mental Health Classification	A-08.7
(A) Correctional Managed Health Care PULHES	A-08.7 Attachment A
(B) Guidelines For Coding PULHES	A-08.7 Attachment B
Medical Pass	A-08.8
The Chronic Mentally Ill Treatment Program (CMI-TP)	A-08.9
Chronic Mentally Ill Treatment Program (CMI-TP) Referral Form	A-08.9 Attachment A
The Program for the Aggressive Mentally Ill Offender (PAMIO)	A-08.10
PAMIO Admission Referral Application	A-08.10 Attachment A
Privacy of Care	A-09.1

Notification Requirements Regarding Critically Ill Offenders	A-10.1
Procedure to be Followed in Cases of Offender Death	A-11.1
Initial Notification to Health Services of Offender Death	A-11.1 Attachment A
Deaths in Custody – Death Report for Bureau of Justice Statistics	A-11.1 Attachment B
Offender Death Summary	A-11.1 Attachment C
Pronouncement of Death by Licensed Nurses	A-11.2
Grievance Mechanism	A-12.1
Getting Medical Treatment – English	A-12.1 Attachment A
Getting Medical Treatment – Spanish	A-12.1 Attachment B
Informal Resolution Process	A-12.1 Attachment C
Patient Liaison Program	A-12.2
Provider Peer Review	A-13.1

## 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](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 Heat 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
Dental Utilization/Quality Review Committee	E-36.5
Periodontal Disease Program	E-36.6
Dental Clinic Operations Reporting	E-36.7
Dental Comprehensive Treatment Plan (DCTP)	E-36.8
Daily Processing of Health Complaints and Sick Call	E-37.1
Sick Call Procedure For Offenders Unable To Write	E-37.1 Attachment A
Guidelines for Clipper Shave Pass	E-37.2
Medical Lay-Ins	E-37.3
Lockdown Procedures	E-37.4
Interpreter Services – Monolingual Spanish-Speaking Offenders	E-37.5
Cosmetic Surgery	E-37.6
Health Evaluation and Documentation Offenders in Segregation / Restrictive Housing	E-39.1
Alternative Meal Service	E-39.2
Direct Medical Orders	E-40.1
Emergency Services	E-41.1
Emergency Response During Hours of Operation	E-41.2
Emergency Response Bag Inventory List	E-41.2 Attachment A
Offender Transport and Transfer	E-42.1
Missed Clinic Appointment	E-42.2
SLC Missed Appointment Audit/Survey	E-42.2 Attachment A
Transportation of Infirmary and Inpatient Mental Health Offenders	E-42.3
Authorization To Leave The Inpatient or Sheltered Housing Setting	E-42.3 Attachment A
Medical Holds	E-42.4
Delegation to Advanced Practice Registered Nurses and Physician Assistants	E-43.1
Prescriptive Authority Agreement	E-43.1 Attachment A
Alternative Physician Supervision Log	E-43.1 Attachment B
Continuity of Care	E-44.1
Examination of Offenders by Private Practitioners	E-44.2
Request and Consent for Examination by Private Practitioner	E-44.2 Attachment A

## SECTION F – HEALTH PROMOTION AND DISEASE PREVENTION

Health Education and Promotion	F-46.1
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 Mental Health Behavioral Health Facility	G-51.6
Psychiatric Inpatient Treatment for SAFPF Offenders	G-51.7
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 Gender Dysphoria	G-51.11
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
Continuity of Care Information Form	G-51.12 Attachment A
Admission to a Sheltered Housing	G-51.13
Infirmery 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 – Referral Form	G-52.3 Attachment A
Mental Health Therapeutic Diversion Program – Eligibility Diagnoses	G-52.3 Attachment B
Suicide Prevention Plan	G-53.1
Health Services Policy Facility Addendum	G-53.1 Attachment A
Management of Offenders Hunger-Strikes	G-53.3
Detoxification	G-54.1
Pregnant Offenders	G-55.1
Offenders with Alcohol or Other Substance Abuse Disorders	G-56.1
Sexual Assault/Substance Abuse	G-57.1
Penal Code, Chapter 22. – Assaultive Offenses	G-57.1 Attachment A
Code of Criminal Procedure, Chapter 56. – Rights of Crime Victims, Subchapter A. – Crime Victims’ Rights	G-57.1 Attachment B
Optical Prostheses and Appliances	G-59.2
Correctional Managed Health Care Dispensing of Prescription Eyewear	G-59.2 Attachment A
Medical Prostheses and Orthotic Devices	G-59.3
Examples of Conditions not Suitable for Brace and Limb Referral Which Can be Managed at the Unit Level	G-59.3 Attachment A

## SECTION H – HEALTH RECORDS

Health Records – Organization, Maintenance and Governance	H-60.1
Outpatient/Inpatient Health Record Format	H-60.1 Attachment A
List of EHR Chart Sections	H-60.1 Attachment B
List of Approved Abbreviations	H-60.1 Attachment C
CMHC Electronic Health Record – Standard Operating Procedure (SOP)	H-60.1 Attachment D
CMC Documentation Clarification	H-60.1 Attachment E
CMHC Electronic Health Record SOP – Creating an Addendum Note	H-60.1 Attachment F
Incomplete Chart Notation	H-60.1 Attachment G
Inpatient Health Records	H-60.2
History and Physical Examination	H-60.2 Attachment A
Discharge Summary	H-60.2 Attachment B
Approval To File an Incomplete Medical Record	H-60.2 Attachment C
Health Services Forms Control and Design	H-60.3

Utilization of the Electronic Health Record	H-60.4
Confidentiality and Release of Information	H-61.1
Affidavit of Personal Representative	H-61.1 Attachment A
Calculation of Costs for Patient Health Information (2/2005) Facilities	H-61.1 Attachment B
Calculation of Costs for Patient Health Information (2/2005) Health Services Archives	H-61.1 Attachment C
Authorization for the Use and Disclosure of Protected Health Information (PHI) – (HSA-27) English Version	H-61.1 Form
Authorization for the Use and Disclosure of Protected Health Information (PHI) – Spanish Version	H-61.1 Form
Transfer of Health Records	H-64.1
Breach of Confidentiality Incident Log	H-64.1 Attachment A
Breach of Confidentiality Form	H-64.1 Attachment B
Retention/Destruction of Health Records	H-65.1

## SECTION I – MEDICAL-LEGAL ISSUES

Medical Therapeutic Restraints	I-66.1
Medical Therapeutic Restraint Flow Sheet	I-661.1 Attachment A
Therapeutic Restraint of Mental Health Patients	I-66.2
Therapeutic Seclusion of Mental Health Patients	I-66.3
Compelled Psychoactive Medication for Mental Illness	I-67.1
CMHC MH Services – Certificate of Emergency Compelled Psychoactive Medication in a Mentally Ill Person	I-67.1 Attachment A
Certificate of Non-Emergency Compelled Psychoactive Medication in a Mentally Ill Person	I-67.1 Attachment B
Blood and Urine Testing for Forensic Purposes	I-68.1
DNA Specimen Collection	I-68.2
Forensic Information	I-68.3
Medical Consultation for the Offender Drug Testing Program	I-68.4
Offender Controlled Substance Testing Information Form	I-68.4 Attachment A
Prescription Drugs Giving Positive Results for the Sure-Screen Test	I-68.4 Attachment B
Participation in Executions	I-69.1
Informed Consent	I-70.1
Request/Consent For Treatment Or Services	I-70.1 Attachment A

Consent for Admission to a Behavioral Health Facility	I-70.2
TDCJ - Mental Health Services – Voluntary Consent for Admission to a Behavioral Health Facility	I-70.2 Attachment A
TDCJ - Mental Health Services – Psychiatric Involuntary Admission Review	I-70.2 Attachment B
TDCJ - Mental Health Services - Involuntary Admission to a Behavioral Health Facility	I-70.2 Attachment C
Offender’s Right to Refuse Treatment, Department’s Right to Compel Treatment	I-71.1
Request for Compelled Medical Treatment	I-71.1 Attachment A
Refusal of Treatment or Services	I-71.1 Attachment B
Instructions For Completing The Refusal Of Treatment Form	I-71.1 Attachment C
Patient Self-Determination Act, Natural Death Act, Advance Directives Act	I-71.2
Directive To Physicians	I-71.2 Attachment A
Standard Out-Of-Hospital Do-Not-Resuscitate Order	I-71.2 Attachment B
Patient Information About Advance Directives	I-71.2 Attachment C
Biomedical Research	I-72.1