

## Exhibit B

### CORRECTIONAL MANAGED HEALTH CARE

#### Description of Functional Responsibilities

To accomplish the mission of the Correctional Managed Health Care Committee (CMHCC), the partners have agreed to the assignment of various functional responsibilities to each of the partner agencies and have outlined those responsibilities on the attached chart. The following narrative descriptions are intended to further clarify the roles and responsibilities of the Correctional Managed Health Care partners as outlined on the Functional Responsibilities chart. The CMHCC is responsible for allocation of resources between the partners and establishing statewide oversight of the Correctional Managed Health Care Program.

By sharing functional duties, the expertise of each partner contributes to a stronger delivery system and avoids unnecessary duplication of resources. Delineation of these responsibilities facilitates information sharing and increases understanding of the lines of communication. The fulfillment of individual responsibilities is assigned to the individual partner's management team and remains under the oversight of the respective Executive Director or President and that partner's governing board. Collectively, the CMHCC, like TDCJ and the universities, are responsible to the Legislature and subject to the same oversight from the State Comptroller, State Auditor, and the Legislative and Governor's Budget Offices.

Each assigned function is briefly described below.

#### **CMHCC Responsibilities**

- **Statutory Duties:** In addition to, or as elaborated below, the CMHCC performs specific duties as assigned to the Committee by statute. Those duties are generally outlined in Chapter 501, Subchapter E, Texas Government Code.
- **Fiscal Oversight:** the CMHCC oversees and approves the allocation of available funding for health care services. CMHCC staff report on and monitor the overall financial status of the correctional health care program, work cooperatively with each partner agency in developing system-wide reporting mechanisms, track and evaluate cost trends and project future needs.

- Budget Formulation/Submission: CMHCC staff work cooperatively with each partner agency to formulate budget submissions for the health care program and represent the partners during the appropriation process.
- Legislative and Legal Coordination: the CMHCC, in coordination with the TDCJ and the universities, serves as the central point of contact for legislative matters and statewide legal issues relating to offender health care.
- Staffing Analysis: the CMHCC serves as the statewide sponsor for periodic reviews of staffing needs. The individual partners remain responsible for their respective human resources programs and staffing patterns.
- Development of Services/Benefit Plan: the CMHCC serves as the final authority on determination of services to be provided to the offender population. These services are generally outlined in the Offender Health Services Plan, contractual documents administered by the CMHCC and in policy statements approved by the CMHCC.
- Quality of Care Monitoring: In conjunction with each of the partners, the CMHCC develops procedures for monitoring the quality of care delivered by the University Providers in accordance with Section 501.150, Texas Government Code.
- Medical Research Monitoring: To monitor University Provider compliance with medical research requirements established by contract or by the CMHCC.
- Coordination of Joint Committees: the CMHCC ensures central coordination, partner representation and direction to a number of standing and ad hoc joint committees that provide coordination of necessary services on a statewide basis. Joint committees address such issues as statewide policy development, review and approval; joint peer review activities; statewide pharmacy and therapeutics issues; and coordination of specialized clinical focus groups.
- Cost Containment Initiatives: the CMHCC, in conjunction with each of the partners, coordinates individual and joint initiatives for cost reduction strategies. A key element of the CMHCC role in this area is to facilitate sharing of innovations developed within each sector.
- Liaison Activities between TDCJ, the Universities and other entities: the CMHCC, in conjunction with TDCJ's Health Services Division, provides liaison communications and functions between TDCJ and the universities, enabling TDCJ operational staff to work with a single point of contact.
- Facilities Construction Coordination: the CMHCC works with the partner agencies on the development of new health care construction issues.

- Transition Coordination: the CMHCC works to ensure proper coordination between the partners when major transitions of functions occur.
- Telemedicine Coordination: the CMHCC works with the partner agencies to coordinate statewide policy and resource issues relating to the telemedicine program.
- Contracting/Provider Network Coordination: the CMHCC develops, maintains and administers the master contracts with TDCJ, UTMB and TTUHSC that establish responsibilities for the statewide provider network.
- Utilization Management: the CMHCC ensures statewide coordination of global policy issues relating to utilization management. The CMHCC does not routinely engage in the day-to-day operations of the partner's utilization management programs.
- Exceptions to Policies: the CMHCC is authorized to grant exceptions to health care policies when they find such exceptions appropriate and warranted.
- Information Management System Coordination: the CMHCC works with the partner agencies to coordinate statewide policy and resource issues related to information management systems and projects.
- Emergency Coordination: the CMHCC, in conjunction with TDCJ Health Services, provides statewide coordination and liaison between the health care providers and TDCJ in the event of an emergency.

### **Responsibilities of the TDCJ Health Services Division**

- Monitoring/Central Reporting: TDCJ Health Services staff provide monitoring activities including quality of care monitoring, investigating medical grievances, ensuring access to medical care, and conducting periodic operational reviews of medical care provided at its units. Staff also report on the results of those monitoring activities to both the CMHCC and the Texas Board of Criminal Justice.
- Accreditation Tracking: TDCJ staff track the progress of each unit through the accreditation process and provide that information to management for follow-up as necessary.
- Policies/Standards: the TDCJ Division Director for Health Services serves as the final approval authority on all statewide health care policies. Such policies are developed in accordance with procedures implemented by the Joint Health

Services Policy and Procedure Committee and are approved by the respective university medical directors.

- Operational Reviews: As a part of the monitoring program, TDCJ staff conduct operational reviews to evaluate the health care delivery systems in place at each facility. This process is based on assessing compliance with the accreditation standards of the National Commission on Correctional Health Care (NCCHC), American Correctional Association (ACA), statewide policies and applicable laws. A review and corrective action plan process is required from the provider management team in response to identified deficiencies.
- Preventive Medicine: The TDCJ Preventive Medicine section of the Health Services Division is responsible for infection control policies statewide as well as coordination of the statewide Infection Control Committee. Preventive Medicine staff provide education, orientation and training programs to CID nurses (i.e., public health nurses) statewide. This staff establishes, maintains and monitors statewide offender data bases for HIV/AIDS, TB, hepatitis, syphilis and sexually transmitted diseases. It serves as the central point of contact for reporting purposes for the Texas Department of State Health Services and other applicable state and federal agencies.
- Classification/Transportation Coordination: TDCJ staff provide a liaison between the classification and transportation staff to assist in insuring that offender patients are appropriately classified, assigned to facilities and transported consistent with their medical needs.
- Grievance and Correspondence Tracking: the Patient Liaison office provides tracking, investigation and response to all correspondence regarding patient care issues. The Offender Grievance Program tracks, conducts inquiries and responds to Step 2, Division-level offender grievances.
- Research Approval: The TDCJ Director of Health Services or designee shall have the final approval for all research involving TDCJ offenders. All medical research projects will be reviewed by the Director of Health Services or designee in accordance with TDCJ Administrative Directive 02.28 and Health Services Policy I-72.1. Depending on its nature and proposed methodology, such research may also be subject to review and approval through one or more of the university institutional review boards.
- Quality Improvement/Quality Management Coordination: the TDCJ Health Services division provides statewide coordination of the QI/QM program. The staff provide technical assistance, collect reports of QI/QM results, analyze for trends and communicate those results systemwide.
- Liaison Activities between TDCJ, the CMHCC, the University Providers and other entities: The TDCJ Assistant Director for Health Services functions as

TDCJ's point of contact for communications to TDCJ departments for the CMHCC, the University Providers and other entities, enabling them to work with a single point of contact.

- Continuing Medical Education: TDCJ is responsible for providing continuing medical education for its Health Services staff.

### **Responsibilities of the University Providers For Offenders Assigned to their Sector:**

- Utilization Management: establishing and maintaining a system for review and authorization of care to ensure that services are provided in a timely, appropriate and cost-effective manner.
- Provider Network Management: each university, either through its own staff, through its component or affiliated hospitals or through contractors retained by the university must ensure that a comprehensive network of providers is in place to efficiently serve the system.
- Credentialing: Each university provider is responsible for insuring that all health care providers have and maintain appropriate credentials in accordance with state and federal requirements and that processes are in place to verify and document the credentials of its staff.
- Regional Operations: Each university provider is responsible for providing the management and operation of regionalized facilities and services as appropriate.
- Unit Operations: Each university provider is responsible for providing complete health care services at the unit level (medical, dental and mental health) to include:
  - Onsite Services: health care services provided normally to offenders at the unit level, including sick call, nursing coverage, medical record services, health education/training, dental services, mental health services and related ancillary services.
  - Offsite Services: Emergency care, inpatient services, specialty physician consults, surgeries, and emergency medical transportation.
  - Pharmacy Services: medications, as approved by or prescribed by authorized providers.
- Institutional Committees/Peer Reviews: Each university provider is responsible for maintaining its own institutional committees and conducting its own internal peer review actions.

- TDCJ Employee Health Services: Each university provider is responsible for providing employee health care services specified by contract including immediate medical attention to TDCJ employees injured in the line of duty, TB screening, and Hepatitis B vaccinations.
- Research Coordination: For research involving TDCJ offenders, the University Providers are required to receive approval from the TDCJ Director of Health Services or designee in accordance with applicable TDCJ policies. The University Providers are also responsible for obtaining approval through an Institutional Review Board which meets requirements as set forth in 45 CFR 46. The University Providers are responsible for maintaining accurate, current and accessible records on all protocols involving offenders. The University Providers are required to provide access to such records to the TDCJ Director of Health Services or designee on request.
- Telemedicine Projects: the university providers are individually responsible for the operation and implementation of telemedicine projects within their sectors. The CMHCC provides statewide coordination of statewide policy issues.
- Continuing Education: each university provider is responsible for continuing education for its respective staff.
- Emergency Preparedness: each university provider is responsible for ensuring an emergency preparedness program is in place at each facility consistent with accreditation standards. Statewide coordination during emergencies will be provided by the CMHCC staff.

**Centralized Statewide Services Provided by UTMB:**

- Medical Records Coordination: UTMB provides statewide technical support, policy development and forms control services related to the medical records system, to include the maintenance of the medical records archives and death records.
- Radiology: UTMB provides statewide liaison with the Bureau of Radiation Control, provides radiation safety services, equipment registration and coordination of related policy and procedures.
- Funerals/Autopsy Services: UTMB coordinates funeral/autopsy services on a statewide basis and is responsible for deceased offender expenses.
- Medical Training: UTMB provides health-related training required for security staff during pre-service and in-service training academies, including annual AIDS education for TDCJ staff.