

Quarterly Disabled Inmate Committee Meetings

Pre-Meeting Checklist for Institutional Impaired Inmate Nurse (Chair)

Reference: Procedure 403.013, Inmate Impairment and Disabilities Services, Definition (5), and Specific Procedure (1) (d)

- Schedule meetings in January, April, July and October of each year
- Schedule meeting date(s), time, and location 2 – 3 weeks prior
- Ensure meeting space is HIPAA-compliant
- Ensure waiting area accommodates inmates with no prolonged standing passes or other accommodations
- Plan adequate time for meetings, based on the number of disabled inmates to be seen. Due to the high volume of disabled inmates, some institutions may need to schedule multiple sessions to see all inmates.
- Notify team members of meeting schedule(s). Ensure each area will have a representative in attendance
- If staff turnover on the Committee occurs, consult with the Warden to designate replacement team member(s)
- Run report of disabled inmates and identify all inmates with disability codes. To run a report of inmates with disability codes, use the HCO 53 screen in OBIS and put an X for impaired and then filter the list for disabled only. Note: Inmates with impairments are not to be included in these meetings, as their needs are tracked via other health services encounters.
- Arrange for interpreters as needed. Note: Inmate Assistants **may not** be used as interpreters.
- Ensure any new team members receive adequate training before the meeting. (Each member of the committee will need to view The Disabled Inmate Committee Meeting Video before their first meeting.)
- Plan for alternative devices that can be exchanged at the time of the meeting if the current device is defective or altered in a way that poses a security threat. Document exchanges on the Wheelchair log (DC4-691D).
- Gather materials/supplies that are needed for meeting-medical charts, blank DC4-711N forms, blank DC4-711A forms, hearing and visually impaired tags, DC4-691D Wheelchair Assignment Log, DC4-691C Disabled/Impaired Inmate New, Replacement, or Repair Equipment & Supplies Order Log and any other items that may be beneficial.

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Meeting Checklist for Institutional Impaired Inmate Nurse (Chair)

Reference: Procedure 403.013, Inmate Impairment and Disabilities Services, Definition (5), and Specific Procedure (1) (d)

- Ensure all team members are present; document attendance on a sign-in sheet
- Ensure effective communication can be established with each disabled inmate (i.e., interpreters and other accommodations)
- Ensure meeting space is HIPAA-compliant before bringing in the first inmate. Anyone not participating in the meeting should not be in the meeting room. In addition, inmates who are waiting for the interviews should be kept in the designated HIPAA-compliant waiting area
 - If someone who is not involved in the meeting walks into the room in the middle of an inmate interview, stop the meeting, advise them you are discussing protected health information, and ask them to leave.
- All disabled inmates who are on the schedule should be brought to the meeting at their appointed time, even if they indicate in advance that they do not want to attend. The Disabled Inmate Committee should educate the inmate on the importance of the meeting.
 - After education, if the inmate still refuses to participate in the meeting or in individual decisions such as the assignment of an Impaired Inmate Assistant, the refusal must be documented on the DC4-711A.
- Use the DC4-691 "Disabled Inmate Management and Services Plan" as a guide to conduct an interview with each inmate and develop or revise their plan. Every item on the DC4-691 must be reviewed.
- Document ALL action taken at the meeting on the DC4-691 to include refusal of services or exchange of devices (refusals should also be documented on the DC4-711A), after efforts have been made to educate the inmate and change their mind about the refusal.
- All assistive devices must be jointly inspected by Security and Health Services staff quarterly (IAW Procedure 403.013), to determine:
 - Health Services - does the device need repairs or maintenance and if the unit is in proper working order or if there is need for a repair/replacement.
 - Security - has the device been altered or is it being used for contraband.

Note: Provide for seating to allow for full inspection of devices. Inmate must be out of the wheelchair to fully inspect.
- After the meeting is over, copies of each Disabled Inmate Management and Services Plan shall be:
 - Provided to the inmate,
 - provided to the Intake Officer/ADA Coordinator,
 - placed in the Inmate's Health Record.
- When the meeting is over, the Impaired Inmate Nurse shall send copies of all attendance sheets and DC4-691s to the Impaired Inmate Services Coordinator in the Office of Health Services.*