

FLORIDA DEPARTMENT OF CORRECTIONS
OFFICE OF HEALTH SERVICES

HEALTH SERVICES BULLETIN NO. **15.07.02**

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SUBJECT: HEALTH SERVICES FOR INMATES IN COMMUNITY FACILITIES

EFFECTIVE DATE: 04/30/15

I. PURPOSE:

To provide guidance for meeting the medical, dental and mental health care requirements of inmates in community facilities. The term community facilities is interpreted herein as community correctional centers, road prisons, vocational centers, work camps, forestry camps, contract work release centers and contract drug rehabilitation centers.

The Department of Corrections is responsible for providing health care to inmates housed at community facilities. Work release center inmates will be *responsible for the cost of their own health care*. However, if an inmate in work release status is unable to pay for his/her health care, the inmate shall be referred to the assigned major correctional institution for evaluation and treatment.

These standards and responsibilities apply to both Department staff and Comprehensive Health Care Contractor (CHCC) staff.

II. ACTION:

A. Community Facilities are under the supervision of the respective Regional Director or designee. Each Regional Director or designee will identify and designate a major institution to which each community facility may be assigned for the provision of health care for inmates.

The assignment of a community facility to a major institution will include the designation of a Ranking Staff Member or designee. The Ranking Staff Member or designee will function as the Health Services Coordinator for any inmates that require outside care at the designated institution. The designation of Ranking Staff Member will be made by the Regional Director or designee.

1. The list of community facility assignments shall be sent to the Director of Health Services Administration and the Director of Medical Services in the Office of Health Services.
2. Any changes in these assignments will be submitted in writing to the Director of Health Services Administration and the Director of Medical Services at least seven (7) days in advance.

B. The Ranking Staff Member at each community facility will be responsible for compliance with this HSB with regard to responsibilities for health services for that facility.

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- C. Required health care services beyond the capability of the community facility will be delivered by the major institution.
- D. Any employee of a community facility who is suspected of having a communicable disease or debilitating condition will be advised to seek health care with his/her family health care provider. Mandatory TB testing and elective hepatitis B vaccinations will be provided by the assigned major institution. Employee with a first-time positive TST will be required to follow-up with a private physician.
- E. The Ranking Staff Member will ensure that all community facility staff members will be trained annually in emergency first aid procedures and maintain current certification in cardiopulmonary resuscitation.
- F. First aid equipment/kits and related medical supplies will be maintained at each community facility in accordance with Procedure 403.005, *First Aid Kits*.
- G. Health services staff from the assigned major institution will work with the Environmental Health and Safety Officer to ensure quarterly reviews are conducted on over-the-counter medication logs, expiration dates on medication, first aid kits, one-way breathing masks, inmate records, or other items as needed by the health services coordinator.

III. REPORTING HEALTH CARE UTILIZATION AND COSTS:

The following procedures for reporting health services to inmates assigned to community facilities will be established within each region/institution:

- A. The Ranking Staff Member or designee at the community facility shall be responsible for reporting utilization of non-DC health care services by inmates to the Health Services Administrator of the designated major institution as soon as it has been determined that the inmate has accessed medical services at an outside institution.
- B. The Health Services Administrator at the designated major institution will report all utilization of non-DC health care services by inmates in community facilities which have been assigned to that respective institution. Utilization/cost information will be reported through the Offender Based Information System-Health Services (OBIS-HS) for all inmates receiving care at the Department's expense.

IV. HEALTH RECORDS:

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- A. The health record (including medical, dental, and mental health records) of all inmates in community facilities will be located at the assigned major institution providing health services to the community facility to facilitate follow-up, laboratory results, check schedules, etc., and to effectively provide proper maintenance of those health records by qualified health records staff.
- B. The institutional Health Services Administrator shall be responsible for coordination of the maintenance of the health record and OBIS-HS (Offender Based Information System Health Services) files on each inmate.
- C. Review and maintenance of inmate health records and OBIS-HS (Offender Based Information System – Health Services) will be the responsibility of the health services staff of the designated major institution.
- D. Form DC4-676, *Community Facility Medical Information* will be used to record visits to non-DC health care providers. The following procedures will be established:
 1. DC4-750, *Community Facility Health Appraisal* will be completed by the receiving institution (community facility) immediately upon the inmate's arrival at said facility. A copy of DC4-750 will be retained in the medical record. Transfer appraisal will be completed by transferring institution.
 2. DC4-676, *Community Facility Medical Information* will be completed by appropriate community facility staff and used for an inmate's visit to an outside health care provider as prepared by the institutional consultation request. This form will be completed according to the following steps:
 - a. The Ranking Staff Member or designee at the community facility shall complete the form with the inmate's name, DC number, community facility location, major institution to which the facility is assigned and the telephone number of the assigned major institution.
 - b. The Ranking Staff Member or designee at the community facility shall complete the bottom section of the form *before* the inmate's visit to the health care provider. This section will identify the name and address of the major institution to which the community facility is assigned.
 - c. The bottom of this form shall be retained by the health care provider to send additional health information such as x-rays, lab reports, etc., to the major institution which maintains the inmate's health record.

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After review, this form will be placed in the inmate's health record by the health record staff.

V. MAJOR INSTITUTIONS - SATELLITE FACILITIES:

Some major institutions have satellite facilities which are a part of the major institution. Health care is provided to inmates in these satellite facilities as part of the institution's health services.

Assistant Secretary of Health Services

Date

This Health Services Bulletin Supersedes:

HSB 15.07.02 dated 5/8/91, 7/10/92,
10/10/96 and 2/28/12 and 03/14/13.
