POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER E-03	PAGE NUMBER 1 of 3
	RELATED NCCHC/ACA STANDARDS: P-E-03, J-E-03/4-4362, 4-4370 (ESSENTIAL), 1-HC-1A-19	
CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES	SUBJECT: INTRA-SYSTEM TRANSFER SCREENING	
EFFECTIVE DATE: 11/14/07	REVISED: 4/13/09; 4/23/2010; 12/3/2014	
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: Bureau of Correctional Healthcare Services

II. PURPOSE: Newly arrived offenders are screened to provide continuity of healthcare within the correctional system and to identify any offender who may require immediate medical or mental health intervention.

III. APPLICABILITY: All Delaware Department of Correction (DDOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DDOC offenders.

IV. DEFINITIONS: See glossary.

V. SUMMARY OF CHANGES: There are significant changes to this policy and it must be reviewed in its entirety.

VI. POLICY:

A. It is the policy of the DDOC that the medical, dental, mental health and substance abuse care and treatments are continued upon transfer from one DDOC facility to another and documented in the DDOC electronic health record iCHRT.

B. It is also the policy that all medications, durable medical equipment and assistive devices are transferred from one DDOC facility to another and documented in the DDOC electronic health record iCHRT.

C. Each Level 4 and Level 5 facility will develop a site-specific procedure for implementing this policy and coordinating the procedure with BCHS.

VII. PROCEDURES:

A. The site Classifications staff determines and schedules transfers among the DDOC facilities which is annotated in the Delaware Automated Correction System (DACS) which automatically notifies the Electronic Health Record (iCHRT) of the pending transfer preparing a "Medical Transfer Out" list.

B. Transfers Out To Other DDOC Institutions

1. The RN (an LPN may not perform this duty) assigned to Intake Screening at Level 5 facilities or the Nurse Manager at Level 4 facilities shall be responsible for ensuring completion of the Transfer Out Details iCHRT section including offender's general information, current medical and mental conditions, allergies, current medications, current treatment, physical disabilities and limitations, assistive devices and prosthetics, Appointment Schedule Information including: Service Type/Specialty/ Focus (PPD Read/Initial; Physical Initial; Dental IOE), Priority (routine, TBD), provider Type (nurse, physician, etc.), Appointment Date and Time. Most of these details will be automatically generated by the iCHRT and the RN's responsibility will be to ensure the information is correct.

2. The RN assigned to Intake Screening at Level 5 facilities or the Nurse Manager at Level 4 facilities shall be responsible to ensure that all medications, eyeglasses, dentures, hearing aids, assistive devices such as canes and crutches must be transferred with the offender.

    a. The RN assigned to Intake Screening at Level 5 facilities or the Nurse Manager at Level 4 facilities shall sign-out the Controlled Substance medications in the Narcotic Red Book with a notation of how many pills are being transferred to what facility.

C. Transfers In From Other DDOC Institutions

1. Transfers In from other facilities do not require the repeat of the Intake Screening.

2. The RN (an LPN may not perform this duty) assigned to Intake Screening at a Level 5 or Nurse Manager at Level 4 facilities must complete the Transfer In Details iCHRT section Incoming Facility button and is responsible for completing the transfer documentation of the medications received (including documenting the Controlled Substances in the Narcotic Red Book), the current treatment, housing placement and receipt of any paper health records, rescheduling appointments, last PPD date, Result, Date of last physical, vitals, observations, deformities, referrals (None, Emergency Room, sick call, physician and mental health), Placements (infirmary, general population, others), Education, Medical File Received, Date, Addendum. Most of these details will be automatically generated by the iCHRT and the RN's responsibility will be to ensure the information is correct and any appointments are properly rescheduled.

Approval:

James Welch, RN, HN-BC Chief, BCHS	Date	Robert Coupe Commissioner	Date
	12/03/2014		12/03/2014