

<p>GEORGIA DEPARTMENT OF CORRECTIONS</p> <p>Standard Operating Procedures</p>		
<p>Policy Name: Discharge Planning</p>		
<p>Policy Number: 507.04.18</p>	<p>Effective Date: 3/30/2018</p>	<p>Page Number: 1 of 7</p>
<p>Authority: Commissioner</p>	<p>Originating Division: Health Services Division (Physical Health)</p>	<p>Access Listing: Level I: All Access</p>

I. Introduction and Summary:

Continuity of Health Care Services will be provided to offenders through discharge planning prior to release from the Georgia Department of Corrections (GDC). This policy is applicable to all facilities that house GDC offenders to include private and county prisons.

II. Authority :

- A. GDC Standard Operating Procedures (SOP's) : 507.04.01 State Inmates in County Correctional Institutions, 507.04.02 Transitional Center Health Services, 507.04.10 Consultations and Procedures, 507.04.11 Referrals for Outside Health Care Services, 507.04.15 ASMP Inpatient Admission and Discharge Process, 507.04.16 Utilization Management, 212.03 Determining Release Date, 507.04.28 Chronic Care Procedures and Protocols, 507.04.61 HIV Antibody Testing and Counseling, 507.04.66 Medical Reprieves, 507.02.01 Health Record Management, Format and Contents, 507.02.02 Confidentiality of Health Record and Release of Information, and 507.02.03 Transfer and Retention of Health Records;
- B. National Commission on Correctional Health Care (NCCHC) 2014 Adult Standard: P-E-13- Discharge Planning;
- C. NCCHC 2014 Juvenile Standard: Y-E-13- Discharge Planning; and
- D. ACA Standards: 4-4347 and 4-4446.

III. Definitions:

- A. **Discharge Planning** - The completion of tasks by medical staff necessary for the preparation of an offender's release from GDC.
- B. **Problem List** - List of any significant medical condition(s) that the offender had or has including the date of diagnosis.
- C. **Responsible Health Authority** - A person designated at each facility where health care services are provided for offenders that is responsible for arranging all levels of offender health care and providing quality health care.

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IV. Statement of Policy and Applicable Procedure:

The following outlines the procedures followed by health services in preparation for release of any offender from GDC:

A. Notification of Offenders to be Released from the GDC:

1. Upon receiving notification of an offender's release from the GDC, the Warden/Superintendent or designee will notify the Responsible Health Authority.
2. Advance notice by the facility will enable the facility health care staff to provide the highest level of Discharge Planning possible.

B. Health Record Review:

1. The health record is to be reviewed by a licensed health care provider for acute or chronic illness that will require follow-up care once the offender is released. Examples of conditions for follow-up are:
 - a. Hypertension;
 - b. Diabetes;
 - c. Seizure disorders;
 - d. Human Immunodeficiency Virus (HIV) infection;
 - e. Latent Tuberculosis (TB);
 - f. Mental health disorders;
 - g. Pulmonary disorder; and
 - h. Other medical conditions as clinically indicated.

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2. Pending consultations will be noted, and if the offender is to be released prior to the appointment date, the consultant will be notified and the appointment canceled. If applicable, the consultation will be canceled in SCRIBE.
3. Offenders with mental health disorders will have referrals made by the mental health staff.

C. Documentation:

1. Offenders whose health record review reveals no significant health conditions will be interviewed by a licensed nurse. A progress note will be made in the medical record indicating the absence of significant health findings.
2. A summary of the health record review, noting conditions requiring follow-up, will be documented in the progress notes.
3. Discharge Planning will be documented on Attachment 3, Post Release Discharge Plans (PI-2063). The original is to be placed on top of the Problem List form in the offender’s medical record and a copy given to the offender.

D. Offender Interviews:

1. All offenders will have an interview by a licensed nurse before discharge.
2. Offenders who have health conditions requiring follow-up care are to be interviewed by a licensed health care provider. The provider will discuss the offender’s current health status and determine if the offender has identified a health care provider in the community who will be providing ongoing follow-up care.
3. Offenders who have identified a health care provider in the community who will provide follow-up care will be provided a written discharge summary with pertinent clinical information (diagnosis, medications, lab results, etc.). Attachment 2, Consent to Request or Release Medical Information Form (P78-

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0002.01), will be obtained from the offender in all cases before health record information is forwarded to the community provider.

4. Offenders requiring follow-up care who have not identified a provider will be counseled regarding resources available. Community Resources may be: County Public Health Departments, Community Hospitals, Health Care Clinics (family practice, mental health), and HIV Clinics (Ryan White, ADAP) near where the offender intends to reside.
5. Particular attention will be focused on Discharge Planning for offenders with HIV, Hepatitis C (HCV), and Latent TB. Every reasonable effort will be made to provide a follow-up appointment at a community site for the offender.

E. HIV Infection:

1. Medical staff will follow the steps indicated for the exit interview/discharge for HIV offenders:
 - a. Identify the upcoming releases list from the 180-day Release Report to indicate those offenders within 60 days of their “earliest release date;”
 - b. Verify release address for the offender;
 - c. Attachment 2, Consent to Request or Release Medical Information Form (P-78-0002.01) must be obtained;
 - d. Contact Community Medical Clinic (Ryan White Clinic, Health Department, etc.) for the offender’s release area and obtain a “discharge appointment date;” and
 - e. Complete Attachment 1, HIV Discharge Plan for Community Referral form (P30-0004.21). A copy of this form will be distributed to:
 - i. The offender as part of the exit interview/discharge packet;
 - ii. The Community Medical Clinic; and

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- iii. The medical record on top of the Problem List.
- f. Copy and send pertinent medical records to Community Medical Clinic for the releasing offender. These need to be sent to the clinic PRIOR to the offender's actual discharge. The packet will include:
 - i. HIV confirmatory test;
 - ii. Most recent lab work indication CD4 and viral loads;
 - iii. Last physical examination/chronic care visit;
 - iv. List of current medications; and
 - v. Other records deemed important/critical for the clinic to be aware of.
- g. Set up an appointment to meet with releasing offender within 60 days of projected release to discuss discharge.
 - i. A copy of Attachment 1, HIV Discharge Plan for Community Referral Form (P30-0004.21) will be completed for each HIV positive offender leaving a GDC facility. A copy of the HIV Confirmatory Test and a copy of the discharge plan will be placed in a sealed envelope, marked confidential, and given to the offender ONLY when discharged from GDC custody; and
 - ii. Originals of both forms will be placed in the offender's health record on top of the Problem List.

F. HCV Infection:

- 1. For unanticipated circumstances where the offender will be released prior to completion of therapy, Discharge Plans will be made. Patients should be provided a copy of their initial lab tests which confirmed their diagnosis, the most recent ALT and HCV RNA viral load test results, list of current medications, and any other significant medical information.

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2. Efforts should be made to arrange a follow-up appointment with a community provider within 2 weeks of discharge.
3. A Release of Information form, should be obtained in order to release other medical information to the designated provider.

G. Latent TB: A copy of the chest x-ray report and the most recent Latent TB Infection Clinic Follow-up form from the medical record, will be given to the offender on discharge.

H. Medications:

1. Offenders receiving medications for chronic illnesses will be provided a child proof retail prescription vial containing a 14-day supply of medication. Providers may supply a written prescription for up to 30 days for outside retail purchase by the offender.
2. Offenders on the mental health caseload who are receiving psychotropic medications will receive a minimum 30-day supply of medication upon discharge from the GDC.
3. A licensed health care provider will provide education and counseling regarding the importance of continuing the medications.
4. As part of the GDC HIV Aftercare Program, facility health services staff will assist HIV positive offenders on Antiretroviral Therapy (ART) to enroll in community medical clinics and will provide them with a 14-day supply of antiretroviral medications and may provide up to a 30-day supply based on offender's community HIV clinic appointment date.
5. Health services staff will assist the offender who is under treatment for Hepatitis C to enroll in applicable patient assistance programs.
6. For any currently prescribed medication(s), the offender will be provided up to a 14-day supply of the medication and syringes, if applicable.

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I. Discharge from GDC:

1. If an offender is discharged from a state facility or county correctional institution, the health record will be forwarded within 30 days upon receipt of shipping labels to:

State Records Center
 1050 Murphy Avenue
 Building #15
 Atlanta, GA 30310

2. If an offender is discharged from a detention center, the record will remain in the inactive file at the facility for a year. After one complete calendar year, the health record will be forwarded to the State Records Center.

- J. Forms associated with this SOP may be found on the GDC Intranet at the following link: http://captiva.gdc.ga.gov/Health_Services.html or by navigating to Captiva/Inmate Services/Health Services Document Library/02 Physical Health/Health Record Manual/04Chronic Illness Forms and 03Health Record Forms.

V. **Attachments:**

- Attachment 1: HIV Discharge Plan for Community Referral (P30-0004.21)
 Attachment 2: Consent to Request or Release Medical Information (P-78-0002.01)
 Attachment 3: Post Release Discharge Plan (PI-2063)

VI. **Record Retention of Forms Relevant to this Policy:**

Upon completion Attachments 1, 2, and 3 shall be retained for 10 years in the offender's medical record.