

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 09/21/09	NUMBER 04.06.165
	SUBJECT OPTOMETRIC SERVICES	
SUPERSEDES 04.06.165 (11/01/00)		AUTHORITY MCL 791.203
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**POLICY STATEMENT:**

The Department shall provide necessary optometric services to prisoners in Correctional Facilities Administration (CFA) institutions, including the provision of eyeglasses when medically indicated.

**RELATED POLICIES:**

- 03.04.100 Health Services
- 03.04.101 Prisoner Health Care Copayment

**POLICY:**

DEFINITIONS

- A. Eye Care Practitioner - An ophthalmologist or optometrist licensed by the State of Michigan.
- B. Medical Practitioner - A physician, physician assistant, or nurse practitioner licensed by the State of Michigan and, if required, certified to practice within the scope of his/her training and licensure or certification.

VISION EXAMINATIONS

- C. Each newly committed prisoner received at a reception facility shall be given an optometric screening to detect ocular abnormalities or disease and a distance vision screening as part of the physical health assessment conducted by Bureau of Health Care Services (BHCS) staff at the reception facility.
- D. If the results of the distance vision screening indicate a need for an eye examination, the prisoner shall be advised that s/he may submit a Health Care Request (CHJ-549) after transfer from the reception facility to receive the examination. The prisoner shall be required to pay a fee for the examination if provided, consistent with PD 03.04.101 "Prisoner Health Care Copayment".
- E. If it is determined during the optometric screening that the prisoner has eye problems not related solely to acuity, the prisoner shall be referred to an eye care practitioner. The prisoner shall not be required to pay a fee for this service, consistent with PD 03.04.101 "Prisoner Health Care Copayment".
- F. A prisoner may request and receive a distance vision screening and, if necessary, an eye examination no more frequently than every two years by submitting a Health Care Request (CHJ-549) to Health Care Services. Distance vision screenings and eye examinations shall be provided more frequently only if referred by a medical practitioner. The medical practitioner shall document in the prisoner health record any need for more frequent screening or examination. The prisoner shall be required to pay a fee for these services, unless referred by a medical practitioner, consistent with PD 03.04.101 "Prisoner Health Care Copayment".

PRESCRIPTION GLASSES

- G. Prisoners received in a reception facility shall be permitted to keep their personal prescription glasses as set forth in PD 04.01.105 "Reception Facility Services". If the glasses would not be permitted pursuant to Paragraphs I and J of this policy, the prisoner will be permitted to retain the glasses only

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until acceptable replacement glasses are received. The prisoner shall be referred immediately to Health Care Services for a distance vision screening and, if necessary, an eye examination to ensure timely issuance of acceptable glasses. The prisoner shall not be required to pay a fee for this service, consistent with PD 03.04.101 "Prisoner Health Care Copayment".

- H. If the results of an eye examination indicate a need for prescription glasses, the eye care practitioner shall write the appropriate prescription. Prescriptions shall be documented on the Ophthalmic Evaluation form (CHJ-201). The prescription shall be promptly forwarded to the Michigan State Industries Optical Lab to prepare the glasses at the Department's expense unless the prisoner has adequate glasses; the prescription may instead be given to a prisoner who wishes to purchase his/her own glasses. Only glasses permitted pursuant to Paragraphs I and J of this policy may be purchased, and the glasses must be received by the prisoner directly from a legitimate vendor of glasses.
- I. A prisoner shall be permitted to receive prescription glasses with glass, tinted, or transitional lenses (i.e., lenses that darken when exposed to sunlight) only if the treating BHCS eye care practitioner determines there is a medical need for such lenses. The need and specific medical condition, including diagnosis, shall be documented in the prisoner's health record.
- J. A prisoner shall be permitted to receive prescription sunglasses only if the treating BHCS eye care practitioner determines there is a medical need for such sunglasses. The need and specific medical condition, including diagnosis, shall be documented in the prisoner's health record. If issued, the prescription sunglasses are subject to the restrictions set forth in Paragraph I. They also shall not be mirrored or contain a similar solid reflective coating.
- K. Prescription glasses issued by BHCS shall be replaced by BHCS no more frequently than every two years unless there has been a change in the prescription or the glasses have been lost or are beyond repair. The treating eye care practitioner shall document in the prisoner health record any need to replace the glasses more frequently.
- L. The Department shall only assume responsibility for the cost, proper fit, and adjustment of prescription glasses issued by the BHCS, subject to the limitations set forth in Paragraph M.
- M. The prisoner shall be responsible for the cost of repair or replacement of damaged or lost glasses that were issued by BHCS except when verified that the damage or loss was not the fault of the prisoner (e.g., accident on an assignment, victim of an assault) or if only minor repair is necessary (e.g., replacing a screw). If the prisoner does not have sufficient funds to pay the cost of repair or replacement, the cost shall be considered an institutional debt and collected as set forth in PD 04.02.105 "Prisoner Funds".
- N. A prisoner may have no more than two pairs of prescription glasses and, if issued pursuant to Paragraph J, one pair of prescription sunglasses in his/her possession at any time. Prior to receiving new glasses, a prisoner must turn in to appropriate staff glasses in his/her possession which would cause him/her to exceed allowable limits.

#### CONTACT LENSES

- O. Contact lenses shall be issued to a prisoner only by a BHCS eye care practitioner for a medical condition requiring contact lenses, as determined by the Chief Medical Officer, BHCS. The specific medical condition requiring the issuance of contact lenses, including diagnosis, shall be documented in the prisoner's health record.
- P. Contact lenses shall be available only through BHCS from an approved vendor. The lenses shall be replaced at a frequency determined necessary by the treating BHCS eye care practitioner. BHCS staff shall provide the prisoner with a lens case and any required solutions. The Department will assume responsibility for the costs of the lenses, case and solutions, except as set forth for glasses in Paragraph M.

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- Q. Prisoners received in a reception facility with contact lenses and without prescription glasses shall be permitted to keep their personal contact lenses. If the prisoner does not have a medical condition that would permit him/her to be issued contact lenses pursuant to Paragraph O, the prisoner will be permitted to retain the contact lenses only until acceptable glasses are received. The prisoner shall be referred immediately to Health Care Services for distance vision screening and, if necessary, an eye examination to ensure timely issuance of acceptable glasses. The prisoner shall not be required to pay a fee for this service, consistent with PD 03.04.101 "Prisoner Health Care Copayment".

#### PROSTHETIC EYES

- R. A prosthetic eye shall be issued to a prisoner if determined necessary by the treating BHCS eye care practitioner. The treating BHCS eye care practitioner also shall determine the frequency at which the prosthetic eye shall be replaced. BHCS staff shall provide required solutions and cleaning supplies. The Department will assume responsibility for the cost of the prosthetic eye, except as set forth for eyeglasses in Paragraph M.

#### PROCEDURES

- S. The BHCS Administrator shall ensure that within 60 days of its effective date a Department-wide procedure is developed as necessary to implement this policy. Any facility procedures issued to implement this policy shall not conflict with procedures issued by the Director.

#### AUDIT ELEMENTS

- T. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 09/01/09