

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 06/17/2019	NUMBER 04.06.160
	SUBJECT MEDICAL DETAILS AND SPECIAL ACCOMMODATION NOTICES	
SUPERSEDES 04.06.160 (06/30/2008)		AUTHORITY MCL 791.203; 791.204
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POLICY STATEMENT:

Prisoners in Michigan Department of Corrections (MDOC) facilities shall be provided with devices, supplies, and other services necessary for medical needs, subject to restrictions necessary to maintain the safety, security, and good order of the facility.

RELATED POLICIES:

- 03.03.140 Prison Rape Elimination Act (PREA) and Prohibited Sexual Conduct Involving Prisoners
- 03.04.100 Health Services
- 04.06.165 Optometric Services
- 04.07.112 Prisoner Personal Property
- 05.01.140 Prisoner Placement and Transfer

STATEWIDE OPERATING PROCEDURE:

- 04.06.160 Medical Details and Special Accommodation Notices

POLICY:

DEFINITIONS

- A. Medical Provider: A qualified health professional who is a physician, physician assistant, or nurse practitioner licensed to practice in the State of Michigan.
- B. Qualified Health Professional (QHP): A Physician, Psychiatrist, Nurse Practitioner, Physician Assistant, Psychologist, Social Worker, Licensed Professional Counselor, Dentist or Registered Nurse who is licensed and registered/certified by the State of Michigan to practice within the scope of their training.

GENERAL INFORMATION

- C. This policy does not apply to eyeglasses, solar shields, and contact lenses that are addressed in PD 04.06.165 "Optometric Services."
- D. During each health care encounter, Bureau of Health Care Services (BHCS) staff shall screen the prisoner to determine if the prisoner has a medical condition that restricts their ability to function adequately in a facility environment. This includes screening during the health appraisal conducted at reception facilities pursuant to PD 03.04.100 "Health Services."

ISSUANCE OF MEDICAL DETAILS/SPECIAL ACCOMMODATION NOTICES

- E. Whenever a prisoner is identified as having a medical condition that restricts their ability to function adequately, a QHP shall identify reasonable options available in a corrections setting that will meet the prisoner's special medical need. Options may include prosthetics, medical supplies, devices (e.g., wheelchairs, canes, hearing aids), medical treatment, or restrictions on activities, placement, or housing. Options also may include the issuance of non-wool blankets, extra blankets or sheets, special mattresses, or special shoes. The recommended option(s) shall be set forth on a Medical Detail if expected to be temporary (i.e., six months or less) or on a Special Accommodation Notice if expected to be long-term (i.e., more than six months) or permanent.

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- F. Each Medical Detail and Special Accommodation Notice issued shall include an expiration date except in the case of a Special Accommodation Notice that is permanent, in which case that shall be indicated instead. When a Medical Detail or Special Accommodation Notice expires, it shall be reissued only after a QHP examines the prisoner and determines that the prisoner's special medical need still exists. Review of the continued need for a Medical Detail or Special Accommodation Notice shall be conducted during the annual health care screening performed pursuant to PD 03.04.100 "Health Services."
- G. The prisoner shall receive a copy of their Medical Detail or Special Accommodation Notice at the time of issuance. A copy of each Medical Detail and Special Accommodation Notice issued shall be distributed through institutional mail to the housing unit and Record Office for placement in the prisoner's files. A copy also shall be distributed to the Control Center, Classification Director, and, as necessary, to the Property Room.
- H. BHCS staff shall immediately notify housing unit staff and the Control Center by telephone whenever a Medical Detail or Special Accommodation Notice is issued that requires immediate attention. Telephone notification shall be logged in the appropriate logbooks and noted in the prisoner's health record (PHR).
- I. If a prisoner claims to have a currently valid Medical Detail or Special Accommodation Notice for which the housing unit does not have a copy or has not received telephone notification of its existence, housing unit staff shall contact appropriate BHCS staff for verification and to ensure that a copy is provided for placement in the prisoner's counselor file.
- J. Appropriate health information staff shall enter required information pertaining to the issuance of a Special Accommodation Notice on the Department's computerized database and in the PHR as soon as possible after issuance. The responsible health information manager shall review the information entered at least quarterly to verify accurate and appropriate entry.

CANCELLATION OF MEDICAL DETAILS/SPECIAL ACCOMMODATION NOTICES

- K. A currently valid Medical Detail or Special Accommodation Notice shall not be canceled without approval from an appropriate medical provider after examination of the prisoner. Whenever a Medical Detail or Special Accommodation Notice is cancelled prior to its expiration date, health care staff shall distribute to the appropriate prisoner and send staff-written notification of the cancellation in the same manner set forth in Paragraph G. Appropriate health information staff shall ensure proper entries are made as set forth in Paragraph J. A nurse may discontinue a medical detail ordered by another nurse only after evaluation determines no medical necessity. A nurse may not discontinue a medical detail or special accommodation notice ordered by a medical provider.
- L. An employee who believes the options provided pursuant to a Medical Detail or Special Accommodation Notice compromise facility safety or security shall report the concern through the chain of command to the Warden. If the Warden believes facility safety or security is being compromised, the medical provider shall seek alternative options to meet the medical need that does not compromise facility safety or security. If alternative options are available, the medical provider shall cancel the current Medical Detail or special accommodation notice and issue a new one. If alternative options are not available, the medical provider shall notify the Warden.
- M. An employee who observes a prisoner acting inconsistently with a medical restriction or otherwise questions the current medical need for a Medical Detail or Special Accommodation Notice shall report the concern to a QHP. If, after examination of the prisoner, the medical provider believes there is no current medical need for the Medical Detail or Special Accommodation Notice, they shall cancel the Medical Detail or Special Accommodation Notice.
- N. If the concern raised pursuant to Paragraph L or M cannot be resolved by the Warden and medical provider, it shall be referred through the appropriate chain of command until it is resolved.

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TRANSFER OF PRISONERS WITH MEDICAL DETAILS/SPECIAL ACCOMMODATION NOTICES

- O. A current Medical Detail or Special Accommodation Notice shall be valid at all facilities unless canceled in accordance with Paragraphs K through N of this policy. If a prisoner's medical detail or special accommodation notice needs cannot be met at their current facility, the prisoner shall be transferred to a facility where their special medical needs can be met unless otherwise approved by the CFA Deputy Director. In accordance with PD 05.01.140 "Prisoner Placement and Transfer," it shall be noted on a prisoner's Transfer Order (CSJ-134) if the prisoner has any currently valid Medical Details or Special Accommodation Notices. BHCS staff shall ensure the Transfer Assessment in the PHR is completed upon transfer.

PURCHASE OF MEDICALLY NECESSARY ITEMS

- P. When a Medical Detail or Special Accommodation Notice requires the purchase of a prosthetic, medical supplies, an assistive device, or other medically necessary items, the item shall be paid for by the Department, except that the prisoner may choose to purchase the item as permitted pursuant to PD 04.07.112 "Prisoner Personal Property" or receive the item as a donation from a source approved by the appropriate Deputy Director or designee. Questions regarding the appropriateness of an item shall be directed through the chain of command to the Warden or Assistant Chief Medical Officer, as appropriate.

PROCEDURES

- Q. If necessary, to implement requirements set forth in this policy directive, the BHCS Administrator shall ensure that a state-wide procedure is developed or updated.

AUDIT ELEMENTS

- R. A Primary Audit Elements List has been developed and is available on the Department's Document Access System (DAS) to assist Wardens and Health Unit Managers with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 05/06/2019