DEPARTMENT OF CORRECTIONS

Policy Number:	**203.012**
Title:	**Release Health Care Summary & Health Care Insurance Applications**
Effective Date:	**9/10/25**

PURPOSE: To provide a procedure to identify and address a client's health care needs upon release. The procedure addresses the need to identify a health care funding source, as health care funding through health insurance facilitates access to care and helps to reduce medical costs. All those releasing from Minnesota Department of Corrections should have access to review eligibility and complete health insurance applications as necessary.

APPLICABILITY: All facilities

DEFINITIONS:

MN Health Care Programs - Minnesota Health Care Programs (MHCP) provide health care coverage to eligible families with children, adults, people with disabilities and seniors. MHCP program examples are: Medical Assistance (MA) and MinnesotaCare.

PROCEDURES:

A. 140 days prior to a client's release, or as soon as possible before initiating the request for agent assignment, the caseworker or designee must notify the health services unit of every client scheduled for release.

B. Within seven business days, nursing staff must:
   1. Electronically access the release health care summary form;
   2. Complete the physical health background information; and
   3. Forward the form to the mental health services unit.

C. Within seven business days, the mental health services unit must:
   1. Electronically complete the mental health information on the release health care summary form;
   2. Retain a copy of the form in the client's electronic health record in ODocs; and
   3. Electronically forward the form to the client's caseworker.

D. The caseworker or designee:
   1. Reviews the release health care summary form and forwards a copy with the request for the agent assignment packet;

2. Provides Minnesota Health Care Programs (MHCP) application forms to each client at least 45 days prior to release;

3. Completes the section of the MHCP form requiring a department staff signature and returns the form (by mail or fax) at the DOC's expense. The caseworker or designee offers to assist the client in completing the form, if necessary; and

4. Reviews the need for and eligibility for a health care funding source with the client and assists in the completion of the MHCP form(s) for the following:
   a) All clients approved for work release; and

   b) All returned supervised release violators and clients serving to sentence termination.

INTERNAL CONTROLS:

A. Release Health Care Summary forms are retained in the client's electronic health record and ODocS.

REFERENCES: Minn. Stat. § 241.01 subd. 3a(a)
Minn. Stat 241.067 Sec. 2.
Policy 203.010, "Case Management Process"

REPLACES: Policy 203.012, "Release Health Care Summary," 9/17/19.
All facility policies, memos, or other communications whether verbal, written, transmitted by electronic means regarding this topic.

ATTACHMENTS: Release Health Care Summary form (203.012A) (available only in electronic health record)

APPROVALS:
Commissioner of Corrections