DEPARTMENT OF CORRECTIONS

Policy Number: 203.012
Title: Release Health Care Summary
Effective Date: 9/17/19

PURPOSE: To provide a procedure to address an offender's health care issues and the need for health care funding upon release, and to ensure offenders have access to Minnesota Health Care Programs (MHCP) applications prior to release.

APPLICABILITY: All adult facilities and health services

DEFINITIONS: None

PROCEDURES:

A. 140 days prior to an offender's release, or as soon as possible prior to originating the request for agent assignment, the caseworker/designee notifies health services in writing of every offender who is being released.

B. Within seven business days, health services staff must:
   1. Electronically access the Release Health Care Summary form through the correctional operations management system (COMS);
   2. Complete the physical health background information;
   3. Determine whether the offender needs health coverage upon release;
   4. Retain a copy of the form for the medical record; and
   5. Electronically forward the form to mental health services.

C. Within seven business days, mental health services must:
   1. Electronically complete the mental health information on the Release Health Care Summary form;
   2. Determine whether the offender needs health coverage upon release;
   3. Retain a copy of the form for the mental health record; and
   4. Electronically forward the form to the offender's caseworker.

D. The caseworker:
   1. Reviews the Release Health Care Summary form and forwards a copy of it with the request for agent assignment packet;

   2. Provides Minnesota Health Care Programs (MHCP) application forms to each offender at a personal meeting, as release planning is initiated (usually at time of agent assignment, 120 days prior to supervised release date);

   3. Completes the section of the MHCP form requiring department staff signature and mails the MHCP form at department expense if requested by the offender. Also, assists the offender in completing form, if necessary;

   4. Reviews the need for a funding source for physical or mental health care with the offender and assists in the completion of the MHCP form, if identified on the Release Health Care

Summary form; in cases of serious mental illness, psychology staff may assist in this process;

5. Provides MHCP application forms to all offenders approved for work release; and

6. Provides MHCP application forms to all returned supervised release violators and offenders serving to sentence expiration.

INTERNAL CONTROLS:

A. Health care release summaries are retained in the offenders' medical and mental health records.

ACA STANDARDS: 4-4446, 1-ABC-4G-15

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

REPLACES: Policy 203.012, "Release Health Care Summary," 10/21/14.
All facility policies, memos, or other communications whether verbal, written, transmitted by electronic means regarding this topic.

ATTACHMENTS: Release Health Care Summary form (available only in COMS)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services