DEPARTMENT OF CORRECTIONS

Policy Number:	**203.2001**
Title:	**Juvenile Conditional Medical Leave**
Effective Date:	**3/17/20**

PURPOSE: To facilitate appropriate community placement for residents committed to the commissioner of corrections who meet criteria for a conditional medical release.

APPLICABILITY: Minnesota Correctional Facility - Red Wing (MCF-RW)

DEFINITIONS:

Community placement – a community-based facility or medical facility meeting a juvenile resident's medical needs.

Medical leave – the authorized leave for a juvenile resident on institutional status to reenter the community for medical treatment.

Supervising agent – a county or state corrections agent or probation officer assigned to supervise a juvenile resident while in the community.

PROCEDURES:

A. Approval Process for Medical Leave:

1. When a resident requires emergency treatment in a non-institutional setting or a medical setting not contracted with the department, the caseworker must complete a Furlough Authorization form and submit it for approval to the warden or designee. The caseworker must enter the completed Furlough Authorization Form in the offender document system (ODocS), where it is retained according to retention schedules.

2. The Warden or designee determines if the resident is to be placed on emergency medical leave.

B. Notifications

1. Except in emergencies when the juvenile may be incapacitated, the caseworker must review the authorization form and medical leave conditions with the juvenile prior to submitting it for distribution.

2. If the medical leave is approved, the caseworker must inform the supervising agent and notify the emergency contact person by telephone (parents or guardians) informing them of the resident's medical leave. The caseworker must also inform them of the reason for the medical leave and the juvenile's placement during treatment.

3. Health services staff must maintain all medical information in the resident's medical records.

4. Records office staff must complete victim notifications, as appropriate.

C. A staff member must accompany any juvenile resident requiring hospitalization and will stay with the resident at least until admission is completed.

INTERNAL CONTROLS:

A. The Furlough Authorization Form is retained in ODocS.

B. Health services retains all medical information in the resident's medical record.

ACA STANDARDS: 3-JTS-4C-04 and 3-JTS-4C-47.

REFERENCES: Minn. Stat. §§ 244.05, subd. 8; and 241.07
Minn. Rule 2960.0070 and 2960.0400
Policy 203.200, "Conditional Medical Release"
Policy 203.260, "Victim Notification"

REPLACES: Instruction 203.2001RW, "Conditional Medical Leave," 7/28/09.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Furlough Authorization form (203.2001A) (Form is located in the Red Wing shared folder)

APPROVALS:

Deputy Commissioner, Community Services
Deputy Commissioner, Organizational Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Office of Strategic Planning, Implementation, and Employee Development