DEPARTMENT OF CORRECTIONS

Policy Number:	**500.187**
Title:	**Medical Release Planning**
Effective Date:	**6/5/18**

PURPOSE: To ensure continuity of offender medical health care upon release.

APPLICABILITY: Minnesota Department of Corrections (DOC); all facilities

DEFINITIONS:

Medical release planner - a release planner assigned to the health services unit who, upon request, assists case managers and health services staff with discharge preparations for offenders with significant medical needs which require care and treatment that extend beyond the offender's release date.

Significant Medical Need – care and treatment, extending beyond an offender's release date, requiring medical placement for conditions interfering with activities of daily living, need for specialized medical equipment, medical conditions with frequent medical evaluation, and/or terminal conditions.

PROCEDURES:

A. Facility health services administrator or designee responsibilities:

1. Complete a Release Health Care Summary form through the correctional operations management system (COMS) on all offenders referred by the case manager or medical release planner 120 days prior to the offender's release date. (See Policy 203.012, "Release Health Care Summary").

2. Communicate significant medical needs that extend beyond the offender's release date to the case manager via the Release Health Care Summary and make referrals to the medical release planner as appropriate.

3. Assist offenders in completing release of information forms and provide information upon request to health care providers in hospitals, long-term care facilities, group homes, and other special housing placements arranged to meet the offender's health care needs.

4. Provide offenders with prescriptions and other health care supplies upon release. (See Division Directive 500.203, "Release Medications").

5. Provide pertinent medical records, health information, and education to an offender to assist community practitioners upon release.
   a) Consult with medical release planner as necessary to determine the appropriate records to send with the offender.
   b) With completed Authorization to Release Information form, provide records at no charge to offender.

B. Medical release planner responsibilities:

1. Upon receipt of referral for release planning, offer offender medical release planning services. If accepted, medical release planner will provide steps 2-9 as needed.

2. Assist offender in voluntary release planning services.

3. Provide consultation on and assistance with placement needs of offender when medically necessary.

4. Assist offender in locating medical follow-up and setting up initial community medical appointments.

5. Secure necessary medical equipment and supplies for offender's medical needs.

6. Collaborate with case managers in setting up funding for medical needs.

7. Collaborate with case managers, health services, hearings and release unit, and agents for conditional medical releases for offenders.

8. Assist offender with completing advanced directives.

9. Send documentation to records management for inclusion in the medical record.

INTERNAL CONTROLS:

A. Documentation of medical release planning is retained in the medical record.

ACA STANDARDS: 4-4347

REFERENCES: Policy 203.012, "Release Health Care Summary"
Division Directive 500.203, "Release Medications"

REPLACES: Policy 500.187, "Medical Release Planning," 8/2/16
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Health Services Release Plan Template (500.187A)

APPROVALS:

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