1.4.E.3 Intake Medical Assessment of Adult Offenders

I Policy Index:

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Replaces Policy: 4E.3
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Office of Primary Responsibility: DOC Administration

II Policy:

Newly admitted offenders in the custody of the Department of Corrections (DOC) will have an intake assessment completed on their medical, dental and mental health status.

III Definitions:

Offender Health Plan:
A manual outlining the plan for providing medical services to offenders. The plan will be developed by the DOC health care provider, approved by the DOC and updated as needed.

Offender:
For the purposes of this policy, an offender is an inmate (in the custody of the DOC institutional system) or a parolee (under parole of suspended sentence supervision by South Dakota Parole Services).

New Commitment/Admission:
A state inmate sentenced to the DOC on a felony conviction who is not:
- Currently serving another active DOC sentence.
- Received by the DOC under an Interstate Compact.

A new admission also includes non-state inmates serving federal time with the DOC for a reason other than a US Marshal’s hold.

IV Procedures:

1. Assessment of New Commitments:

A. New admission offenders to the DOC, except those offenders sentenced to capital punishment, per SDCL § 23A-27A, will be housed in the Admissions and Orientation (A&O) unit.

B. Health Services staff will be notified of all admission offenders admitted to the intake area of the South Dakota State Penitentiary or the South Dakota Women’s Prison. Offender(s) will be escorted to the respective Health Services to be evaluated.
1. Within twenty-four (24) hours of admission, offenders will be provided information on how to access routine medical, mental and dental health services (See DOH policy P-E-01 Information on Health Services).

2. Offenders must sign the Advisement of Health Care Services form stating that they have been advised and understand these procedures (See Attachment 1).

C. Offenders will be given an opportunity to review the Adult Offender Health Plan and Resident’s Care Manual provided by the health care provider at the time of admission. Copies of the manual will be available in the library and through Health Service staff or unit staff upon request.

D. Within twenty-four (24) hours of admission, new admission offenders will receive a screening by a qualified health care professional.

1. Offenders will be screened in accordance with DOH policy P-E-02 Receiving Screening.

2. There is no cost to the offender for these screenings and evaluations (See DOH policy P-C-06B Inmate Medical Co-Pay).

2. Admission Medical History and Assessment:

A. Within seven (7) days of admission, new admission offenders will receive an initial health assessment. This includes parole violators who have not had a DOC/DOH health assessment within the last twelve (12) months, but excludes temporary U.S. Marshal holds.

1. The assessment will include a medical history, physical examination and diagnostic testing as indicated by clinical findings.

   a. Each offender will receive a routine “hands on” physical examination by a physician or other practitioner, as permitted by law.

3. Dental Assessment:

A. Within seven (7) days of admission, new admission offenders will receive an oral screening by medical personnel (See DOH policy P-E-06 Oral Care).

B. Within thirty (30) days of admission, each offender will receive instruction on oral hygiene and preventive oral education.

C. Within thirty (30) days of admission, each offender will receive an oral examination by a dentist licensed in the State of South Dakota.

4. Mental Health Assessment:

A. Each new admission offender will receive a routine psychological screening within fourteen (14) days of admission to the DOC by a qualified mental health professional or mental health staff in accordance with DOH policy P-E-05 Mental Health Screening and Evaluation.

5. Initial Tuberculosis Testing:

A. The South Dakota Department of Heath Correctional Health Care requires each offender admitted to the DOC receive an initial testing for Tuberculosis within seven (7) days of admission (See DOH policy P-E-04A Initial Health Assessment -TB).
V Related Directives:
SDCL 23A-27A.
DOC policy 1.4.E.10 – Inmate Medical Co-Pay
DOH policy P-A-01 – Access to Care
DOH policy P-C-06B – Inmate Medical Co-Pay
DOH policy P-E-01 – Information on Health Services
DOH policy P-E-02 – Receiving Screening
DOH policy P-E.04A -- Initial Health Assessment -TB
DOH policy P-E-05 – Mental Health Screening and Evaluation
DOH policy P-E-06 – Oral Care

VI Revision Log:
June 2003: Changed to new format. Added reference to capital punishment inmates.
September 2004: Added references to DOH policies and DHS policies. Revised the policy statement. Changed A & O Program to A & O process. Changed the basic overview medical screening from twenty-four hours upon admission to immediately upon admission.
March 2005: Added a section on the Community Transition Program and made reference to policy 1.5.G.2. Added a definition for offender. Noted an assessment exception for offenders placed at RCC through the CTP.
September 2005: Updated DOH policy references. Revised the policy name.
October 2006: Revised the policy statement. Minor style/format changes made throughout the procedures. Added references to policies 1.3.E.4 and P-C-06B. Revised Health Services clearance on CTP offenders going to RCCU.
October 2007: Updated the policy name on DHS policy DMH-02.
September 2008: Revised formatting of policy and attachment in accordance with DOC policy 1.1.A.2. Revised wording to state Health Services will be notified upon all new arrival to the institution and deleted A&O in ss (B of Assessment of New Commitments) Replaced RCCU with RCMU throughout policy. Added statement about Disciplinary Segregation Housing in ss (B of Assessment of New Commitments). Deleted statement regarding Springfield and added statement from the community in ss (A of Assessment for CTP Placement). Added parole violators to ss (A of Medical Assessment). Deleted former ss (B of Mental Health Assessment) regarding assessing for sex offenses. Added reference to DOC policy in section V.
September 2009: Revised title of DOC policy 1.4.E.10 and DMH-02 policy to be consistent with policy titles on the M drive. Added definition of New Commitment/Admission. Added exception of temporary Marshal Holds within ss (A of Medical Assessment). Replaced every offender with New Commitments within ss (A of Dental Assessment). Added DOH policy P-E-03 to section V.
September 2010: Revised formatting of Section I.
December 2013: Deleted “Non-Public” and Replaced with “Public”. Added “intake area” and Deleted “A member of HS will report to that location or the” to Section 1 B. Added “Within 24 hours of admission” and Deleted “advised at the time of admission of the procedures for obtaining” and Replaced with “provided information on how to access routine medical, mental and dental health” in Section 1 B. 1. Deleted “every offender will have a basic overview medical screening” and Replaced with “Within 24 hours of admission, offenders will receive a screening by a qualified health care professional” in Section 1 D. Deleted “and evaluated on their medical, dental and mental health status while in the A&O unit” in Section 1 D. 1. Deleted 3. and 3. a. and 3. b. regarding delays in initial screening. Deleted Section 2- Assessment for CTP Placement. Deleted Section titled “Assessment Upon Readmission” Added “Admission Medical History to title of Section 2. Deleted “During the A&O process” and Replaced with “Within 7 days of admission” and Added “will receive an initial health assessment” and Added “who have not had a health assessment within the last 12 months” and Deleted “will have a complete medical history/assessment, physical examination, and evaluation done within 7 days, Added “The assessment will include a medical history, physical examination and diagnostic testing as indicated by clinical findings. Each offender will receive routine “hands on” physical examination by a physician or other practitioner as permitted by law” in Section 2 A.
B. and B. 1-9 in Section 2. **Deleted** "New commitments will be initially screened for any dental problems within 7 days of commitment” and **Replaced** with “Within 7 days of admission, every offender will receive an oral screening by medical personnel” in Section 3 A. **Deleted** “Areas included in the screening are” and **Replaced** with “Within 30 days of admission, each offender will receive instruction on oral hygiene and preventive oral education”. in Section 3. B. **Deleted** 1-4 in Section 3 B. **Deleted** “A complete dental assessment will be done within the first month of a new commitment” and **Replaced** with “Within 30 days of admission, each offender will receive an oral examination by a dentist licensed in the state of SD” in Section 3. C. **Deleted** “be screened for psychiatric illness at the time of commitment, including documentation of state of consciousness, mental health status and suicidal risk factors” and **Replaced** with “receive a routine psychological screening within 14 days of admission to the DOC by a qualified mental health professional or mental health staff” in Section 4 A.
Attachment 1: Advisement of Health Care Services

The *Advisement of Health Care Services* form is located on the state’s WAN.

A copy may be printed using *Microsoft Word* as follows:

1. Click [here](#) to access the *Advisement of Health Care Services* by:
   a. Placing mouse on the word “here” above
   b. Press and hold the “Ctrl” key on the keyboard
   c. Click the left button of mouse.

2. Or Select *File/New* from the Menu Bar / Select the *DOC* tab / Select *Advisement of Health Care Services*.

The gray areas indicate the information that is to be entered.