

1.4.E.3 Intake Medical Assessment of Adult Offenders

I Policy Index:



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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 Health 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. **Deleted**

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.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

03/09/2014

Date

