# Medications for Transfer and Release

## Review/Revision History:

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## Summary of Revision/Review:

## Approved:

**Signature on file**

**G. Steven Hammond**, PhD, MD, MHA  
Chief Medical Officer  
10/28/15  
Date Signed

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**Kevin Bovenkamp**,  
Assistant Secretary for Health Services  
10/30/15  
Date Signed

**Signature on file**

**Dan Pacholke**, Secretary  
Department of Corrections  
11/2/15  
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 440.020 Transport of Offender Property; DOC 610.300 Health Care for Work Release Offenders; Health Information Management Protocols

POLICY:

I. Transfer or release medications will be provided when an offender is transferred from a Prison or released from custody.

II. Medications are not considered personal property and must be packaged separately from personal property per DOC 440.020 Transport of Offender Property.

DIRECTIVE:

I. Notification of Transfer/Release

A. Each facility Health Services Manager will establish a system of notification with the facility Correctional Records Supervisor and appropriate custody employees/contract staff that will allow Health Services sufficient time to prepare medications in advance of an offender transfer or release.

II. Transfer Medications

A. Transfer medications are issued when offenders transfer:
   1. Between Prisons and/or Rap House/Lincoln Park Work Release, 
   2. To other Prison systems, or 
   3. Temporarily to jail for court or a detainer.

B. Transfer medications will be processed per Attachment 2:
   1. If the offender has Pill Line medications, nursing staff will ensure the offender has at least a 10 day supply of active pill line medications and will assemble an offender specific Transfer Medication Packet for transfer with the offender.

   2. The Transfer Medication Packet will be clearly labeled with:
      a. Offender’s name, 
      b. DOC number, and 
      c. Next receiving facility’s name, Attn: Health Services Unit.
C. If the offender is transferring to another Department Prison or Rap House/Lincoln Park Work Release:

1. The state transport bag containing the issuable/Keep on Person (KOP) and Over the Counter (OTC) medications will be distributed to the offender immediately upon arrival at the next receiving facility per DOC 440.020 Transport of Offender Property.

2. Nurses will use the original Medication Administration Record (MAR) that transferred with the offender.

3. Each facility will continue dispensing and refilling previously written prescription orders until they expire or are superseded by a new prescription.

4. A Department practitioner at the final destination will review previously written orders.

D. Medications will not be provided for offenders transferring to county jails with on-site pharmacies, unless otherwise directed.

III. Release and Work Release Transfer Medications

A. Release medications will be processed per Attachment 1 for offender releases to:

1. A Chemical Dependency Treatment Center, or
2. The community, including transfer to home detention under the Community Parenting Alternative.

B. Work Release transfer medication will be processed per Attachment 1 for offenders transferring to a Work Release other than Rap House/Lincoln Park.

1. Department practitioners may provide written prescriptions at the time of transfer to Work Release for no more than a 90 day supply of medication. These prescriptions must be written on Department prescription pads and will be filled at a community pharmacy at the offender’s expense.

   a. If necessary, a prescription for no more than a 90 day supply of medication may be telephoned to a community pharmacy within 90 days after transfer. If a prescription is provided by telephone, documentation must be completed on DOC 13-435 Primary Encounter Report and filed on the offender health record.

C. Orders including controlled substances must be hand-signed by the Department practitioner and include a quantity and the practitioner’s DEA number.
1. The original controlled substance order will be routed to the Department Pharmacy for processing.

D. At the discretion of the Department practitioner, prescribed OTC medication, controlled substances, and PRN (i.e., as needed) medication orders may be modified or deleted from the list of authorized Work Release/release medication.

E. A Department practitioner may write release prescription orders to be dispensed by a community pharmacy if a Primary Encounter Report (PER) documents that the offender has:

1. Been given instruction on how to access a community health clinic pharmacy to obtain medications at no or low cost,
2. Third party coverage, or
3. The ability to pay for medications.

F. A Department practitioner may prescribe less than a 30 day supply of release chronic medication if any of the following exceptions exist:

1. The usual full course of therapy will be completed in less than 30 days, in which case the Department practitioner will order, and the Department pharmacy will dispense, enough medication to complete the course of therapy.
2. The offender has been in custody for less than 45 days, in which case the release medication order will be at the discretion of the Department practitioner for a maximum of a 30 day supply.

G. Any exceptions require prior authorization from the Chief Medical Officer/Director of Pharmacy/designee.

IV. En Route Medications

A. Medications required en route will be listed on the applicable form, suitably packaged, labeled, and attached to the canary copy of the completed form:

1. DOC 13-380 Transfer/Release of Offender, for offenders transferring:
   a. Between Prisons,
   b. To or from Rap House/Lincoln Park Work Release, or
   c. To jails or other Prison systems.

2. DOC 13-455 Transfer Summary for Work Release, for offenders transferring to Work Releases other than Rap House/Lincoln Park.
B. During transport, offenders may retain the following medications:

1. Oral rescue inhalers (e.g., Albuterol),
2. Nitroglycerin sublingual tablets, and
3. Other medications identified on DOC 13-380 Transfer/Release of Offender.

   a. A Department Practitioner will note in the offender's health record if other medications are needed during transport.

C. If clinically appropriate, Department practitioners will adjust medication dosage frequency to minimize the need for en route medication.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

Release/Work Release Transfer Medication Process (Attachment 1)
Transfer Medication Process (Attachment 2)

DOC FORMS:

DOC 13-380 Transfer/Release of Offender
DOC 13-439 Easy-Open Container Consent
DOC 13-455 Transfer Summary for Work Release