



**Division of Pretrial
Detention and Services**

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 Approved By:
 Commissioner
 John S. Wolfe

Title: Transfer of Medical Records, Psychological Records and Medication	DPDS Directive Number: DPDS.130.0181
Related MD Statute and Regulations: N/A	Supersedes: DPDS.130.0181 titled Transfer of Medical Records, Psychological Records and Medication dated. December 24, 2015
COMAR: N/A	
Related ACA Standards: 1-CORE-4D-18	Responsible Authority: <i>Carolyn J. Scruggs</i> Authorized By: Acting Assistant Commissioner Carolyn J. Scruggs
Related MCCS Standards: .08E	
Established Related Directives: N/A	Effective Date: April 5, 2016 Number of Pages: 6

Division of Pretrial Detention and Services Directive

.01 Purpose.

The purpose of this directive is to establish policy and procedure for custody's role in the movement of an inmate or detainees:

- A. Medical and Psychological records; and
- B. Medication.

.02 Scope.

The Division of Pretrial Detention and Services, excluding the Chesapeake Detention Facility (CDF) and Baltimore City Correctional Center (BCCC).

- A. Baltimore Central Booking and Intake Center (BCBIC);
- B. Baltimore Pretrial Complex (BPC):

(1) Annex Building;

- (2) Jail Industries Pretrial and Pre-Release;
- (3) Women's Detention Center (WDC); and
- (4) Wyatt Building.

C. Maryland Reception Diagnostic and Classification Center (MRDCC); and

E. Metropolitan Transition Center (MTC).

.03 Policy.

It is the policy of the Division of Pretrial Detention and Services that:

- A. "An individual health record is maintained for all inmates in accordance with policies and procedures established by the health authority and in accordance with applicable state and federal regulations. The method of recording entries in the records, the form and format of the records, and the procedures for their maintenance and safekeeping are approved by the health authority. The health record is made available to, and is used for documentation by all practitioners" (1-CORE-4D-18).
- B. An inmate's medical record, psychological record and dispensary issued medication shall accompany the inmate during transfer from the Baltimore Central Booking and Intake Center to another Division of Pretrial Detention and Services Facility or an assigned Drug Treatment Facility. An exception is made for controlled medications which are called in by the provider of the sending facility to the provider of the receiving facility, in this case the controlled medications are made available once the inmate arrives and have been seen. At no time shall controlled medication be transported.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Transfer List" means the roster of inmates scheduled for transfer within the Division of Pretrial Detention and Services on a particular day. The list shall include:
 - (a) Inmate name;
 - (b) State Identification Number (SID);
 - (c) Current housing assignment;
 - (d) Proposed designation;
 - (e) Proposed housing assignment;
 - (f) Assignment to Methadone;

- (g) Heat Stratification;
 - (h) Reason for non-transfer (if applicable);
 - (i) Medical files and medication received;
 - (j) Signature of medical staff preparing files and medication;
 - (k) Signature of medical staff receiving files and medication.
- (2) "DOC" mean Division of Corrections.
- (3) "DPDS" means Division of Pretrial Detention and Services.
- (4) "Heat Stratification" means the medical determination of an individual's vulnerability to heat related illness. It is a systematic plan which allows for the appropriate housing and respite to those inmates identified as being at risk for heat injury, using these range of levels:
- (a) H-1, requires constant climate control;
 - (b) H-2, requires intermittent climate control; and
 - (c) H-3 no special requirements.
- (5) "Methadone" is used in the long-term maintenance treatment of narcotic addiction. Methadone is an opioid of choice for the treatment of narcotic addiction since it is longer lasting and patients don't experience the "high" associated with the drug of abuse. In opioid maintenance therapy, a person addicted to heroin receives methadone instead of heroin.

.05 Responsibility.

A. Transfer Notification.

- (1) On a daily basis, the Traffic Office staff shall generate a preliminary transfer list of inmates scheduled for transfer out of the facility. Each inmate's identifiers shall be typed onto *Appendix A*, titled *Inmate Transfer List*.
- (2) The transfer list shall be forwarded via email to the Medical Records Department of the outgoing and receiving facilities for each inmate, at least 24 hours prior to the scheduled transfer.

B. Transfers within Detention.

- (1) Medical Records staff shall:
 - (a) Identify the heat stratification range for each inmate scheduled for transfer and document the findings on *Appendix A*, titled *Inmate Transfer List*.

- (b) Hand deliver the Inmate Transfer List to the Pharmacy department so that the pharmacy staff can indicate in the appropriate area on the transfer list if the detainee/inmate receives methadone.
 - (c) Receive via hand delivery the completed list from the Pharmacy staff once verification of methadone has been completed.
 - (d) Type on the form the results of the Heat Stratification and Methadone and email the transfer list back to the Traffic Department, to include the Traffic Supervisor. This ensures that each traffic officer receives the information as required.
 - (e) Use the OCMS/DOC module of the inmate record to ensure an alert is placed into the system signifying the current heat stratification is on record.
- (2) The Traffic Staff shall:
- (a) Finalize the transfer list and email it to the required staff; and
 - (b) Ensure that Medical Records receive the list no later than 8:30a.m. so that the detainee/inmate's medication can be pulled from the medication cart prior to its departure. If this is not done, it will delay the transfer.
- (3) Once finalized list is received, the entire medical and psychological records are pulled and placed into a security taped plastic separate envelope.
- (4) Prescribed medication and Medication Administration Records (MARs) are pulled from the dispensary and placed in the envelope with the sealed Medical and Psychological records. The envelopes are then placed in the designated area, located in medical by 0600 hours the following day, and secured for collection by the Transportation Officer.
- (5) The medical staff shall then acknowledge each medical file and medication supply placed inside of the security envelope by providing their signature for each detainee listed.
- (6) Documentation is maintained in a medical database and in medical records to track medical and psychological records and medication in accordance with applicable medical and pharmacy protocol. This information is maintained by the medical staff.
- (7) When circumstances require the prompt movement of the inmate, the medical staff shall ensure that the entire medical, psychological record and prescribed non-controlled medications are sealed in an envelope for transport with the inmate.
- (8) At no time shall controlled medications be transported.
- (9) The Transporting Officer Shall:
- (a) Contact the BPC Receiving Sergeant to notify them that the transfer is about to occur;
 - (b) Place a check in the provided box for each transported inmate acknowledging the receipt of medical files and medication;

- (c) Escort the detainees to the Receiving Sergeant on Post 10 at BPC; and
 - (d) Sign the bottom of the Inmate Transfer List, acknowledging that this officer transported the detainees to Post 10.
- (10) The BPC Receiving Sergeant shall:
- (a) Contact the medical staff at the Medical Trailer, to advise a nurse to report to Post 10 to receive the medication and medical files of the detainees;
 - (b) Meet the transporting officer on Post 10 to assume custody of the arriving detainees; and
 - (c) Escort the detainees to their designated housing locations.
- (11) The Medical Trailer Nurse shall sign and assume custody of the arriving detainees' medical records and medication.
- (12) Upon completion of transfer, the transporting officer and the Shift Commander shall provide their signature on the space provided on *Appendix A*.
- (13) Completed forms shall be forwarded to the DPDS Regional Compliance daily by the end of each shift.

C. DOC Transfers.

- (1) On receipt of a DOC Transfer Sheet, the medical staff shall prepare the medical and psychological records and medications in individually sealed envelopes, along with *Appendix B DPSCS Court Transfer Record* for collection by the Transportation Officer. The envelopes shall read inmate name, SID number and destination.
- (2) The Transportation Officer shall:
- (a) Collect records and medication as described in §B.4 of this directive.
 - (b) Ensure that every inmate is transported to a DOC facility with an envelope as described in §C.1 of this directive.
 - (c) Deliver envelopes to the Medical Records Department of the receiving facility.
 - (d) Sign and date the DPSCS Court Transfer Record, obtain required signatures at the sending and receiving facility Medical Records Department and distribute the completed forms to the:
 - (i) Medical Records Department of receiving facility;
 - (ii) Medical Records Department of sending facility; and
 - (iii) Transportation Unit.

DPDS Directive Number: DPDS.130.0181

.06 Attachment(s).

Appendix A – Inmate Transfer List

Appendix B- DPSCS Court Transfer Record (Attachment to Medical Records Manual)

.07 History.

This directive supersedes DPDS.130.0181 titled Transfer of Medical Records, Psychological Records and Medication, dated December 24, 2015.

.08 Distribution.

A

S- Assigned Traffic Officers
Weapons Qualified Officers

Division of Pretrial Detention and Services

INMATE TRANSFER LIST

Date: _____

Inmate Name	ID Number	To	From	Receiving Methadone Y/N	Heat Stratification Use "X"			Reason for Non Transfer (C/R) COURT REL. (B/R) BAIL REL. (MED) MEDICAL (O/J) OTHER JURISDICTION (P/C) PROTECTIVE CUSTODY (I/A) JOB ASSIGNMENT	Medical Files (F) Meds (M) Received	Signature of Medical Staff Preparing Files /Meds	Transfer Officer Check - Off	Receiving Officer Check - Off	Signature of Medical Staff Receiving Files/ Meds
					H1	H2	H3						
1									M	F			
2									M	F			
3									M	F			
4									M	F			
5									M	F			
6									M	F			
7									M	F			
8									M	F			
9									M	F			
10									M	F			
11									M	F			
12									M	F			
13									M	F			
14									M	F			
15									M	F			
16									M	F			
17									M	F			
18									M	F			
19									M	F			
20									M	F			

The Transporting Officer shall place a check in the column acknowledging receipt of Medication and/or Medical files for each detainee and sign below. The Receiving Office shall place a check in the column acknowledging receipt of Medication and/or Medical files and sign below. Medical will sign in the column provided for receipt of the Medication /Medical File. The shift commander will sign and the document will be submitted to Commissioner's Office/Standard Compliance Unit daily.

Transporting Officer Printed Name and Signature: _____ Date: _____

Receiving Officer Printed Name and Signature: _____ Date: _____

Shift Commander Printed Name and Signature: _____ Date: _____

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

COURT / TRANSFER RECORD

DESTINATION	NAME	DPSCS #	SENDING INSTITUTION AND SIGNATURE
BCCC			
BCDC			
BCF			
BPRU			
CBIF			
CLCF			
DH E/W			
ECI			
EPRU			
HDU			
JPRU			
MCAC			
MCI-H			
MCI-J			
MCI-W			
MCTC			
MHC			
MHC-X			
MRDCC			
MTC			
PATX			
PHPRU			
RCI			
TBC			
THRESH			
WCI			
WDC			
OTHER			

NOTE: These Medical Records are to be delivered to the Medical Department at the Receiving Institution.

PREPARED BY: _____

DATE: _____

TRANSPORTED BY: _____

DATE: _____

RECEIVED BY: _____

DATE: _____