

<b>UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON HOSPITALS</b> <b>Texas Department of Criminal Justice Hospital Administrative Policy and Procedure</b>	<b>Policy 03.01.006</b> Page 1 of 2 Authors – Nursing/URCM
<b>Policy - 03.01.006</b> The TDCJ Hospital Discharge Planning Process	<b>Effective: 07/91</b> <b>Revised: 02/11</b>

## THE TDCJ HOSPITAL DISCHARGE PLANNING PROCESS

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**Purpose and Scope** To provide a defined procedure for providing Discharge Planning in the Texas Department of Criminal Justice Hospital, Galveston.

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**Audience** All TDCJ Hospital Personnel

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**Policy** Discharge planning begins at the time of admission. The discharge plan shall ensure that every patient is assessed on admission for discharge needs. A discharge plan is developed for every patient, documented, and initiated.

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- Procedure: Accountability**
- I. TDCJ Care Managers are responsible for:
    - A. Collaborating with physicians, nurses, CMC Utilization Review, TDCJ Transportation, Patient Evaluation Command Center as well as other health professions to meet patients' needs related to the discharge planning process.
    - B. Ensuring that new admissions to the area are assessed to determine discharge planning needs.
    - C. Ensuring that the Correctional Managed Care (CMC) is notified of all patients who will require special services.
    - D. Arranging for discharge of patients with special needs to the appropriate facilities with the appropriate transportation
    - E. Ensure D/C orders and D/C summary are complete and reconciled for patients being discharged to an infirmary.
    - F. Ensure pharmacy has supplied a ten day package of critical medication and is provided a KOP upon discharge and prior to leaving TDCJ Hospital.
  
  - II. The Unit Nurse is responsible for:
    - A. Ensuring that discharge needs are assessed and documented within 24 hours of admission.
    - B. Developing and implementing a plan of care and documenting outcomes.
    - C. Ensuring that the plan outlined meets the needs of the patient.
    - D. Conferring with the physician as needed to obtain physical and/or occupational therapy consults.
    - E. Providing and documenting patient education as needed.
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**Procedure  
Accountability,  
continued**

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- F. Collaborating with the health team members, including the Care Managers in identifying services which can be provided to assist in meeting the needs of discharged patients.
  - G. Documenting discharge planning and patient care needs in the UTMB medical record and the CMC-EMR.
  - H. Obtaining non-formulary medications and forwarding the medications to the patients' unit of assignment with a five day supply provided to patient at discharge. .
- III. The Medical Staff is responsible for:
- A. Collaborating with the Care Manager in identifying services which can be provided to assist in meeting the needs of patients discharged to the State Correctional System or being paroled and being admitted to another facility.
  - B. Documenting discharge plans and instructions on the appropriate UTMB medical record and CMC-EMR.
- IV. The Scheduling Department is responsible for:
- A. Scheduling follow-up appointments when a patient is discharged. An ADT prints out in the Scheduling Department.
  - B. Reviewing the Discharge Orders and schedule accordingly.
- V. The Health Unit Coordinator is responsible for:
- A. Notifying the TDCJ inmate records clerk and UTMB Bed Information Control when patients are discharged.
  - B. Ensuring that the patient's UTMB medical records are prepared for and picked-up by the TDCJ Correctional staff.
  - C. Ensuring UTMB medical record is disassembled appropriately and placed in the appropriate location for pick-up by the medical records department.

**Reassessment  
of the overall  
discharge  
planning  
process**

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When a reassessment of the hospital's discharge planning process occurs, a review of actual discharge plans shall be conducted to determine if the discharge plans meet the needs of patients.

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