

CHILLICOTHE
CORRECTIONAL
INSTITUTION
MEDICAL SERVICES
HANDBOOK



NURSE'S SICK CALL

Nurse's Sick Call is held Monday through Friday except on holidays.

Nurse's Sick Call will be passed Monday thru Friday.

To be scheduled for Nurse's Sick Call you must complete a Health Services Request Form (DRC 5373) located in the Dispensary or your dorm.

Complete the form and place it in the white "Nurse's Sick Call" box (with the Red Cross on it) or at the entry wall to the dining hall.

If you drop the form in the box before 9:00 am Monday – Thursday you will be passed for the next day. Forms dropped on Friday will be passed for the following Tuesday.

DOCTOR'S SICK CALL

You can be referred to see the doctor only after seeing a nurse. Doctor's Sick Call is usually Monday through Friday except holidays. A doctor is on call 24 hours a day for consultation.

CHRONIC CARE CLINIC

Those who qualify for Chronic Care Clinic are seen by the doctor or nurse every three months at no cost. This includes medications, related testing, and specialty consult referrals. Chronic Care Clinic is for potentially life threatening illness such as:

- Seizures
- Diabetes
- Heart and blood vessel disease (heart attack, stroke, high blood pressure)
- Liver disease (hepatitis, cirrhosis)
- Pulmonary disease (asthma, chronic bronchitis, emphysema)
- Infectious diseases (tuberculosis, HIV/AIDS)
- Chronic pain
- Cancer

If you need a **prescription renewal, do not wait for a Chronic Care Clinic pass!** You can have your medications renewed on Nurse's Sick Call for free. It can take up to four days to receive a pass for medication pick up, so plan ahead!

DENTAL SICK CALL

Chillicothe Correctional Institution has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care. (If you will be in the DRC a year or less, you are only eligible for emergency or urgent dental care.)

There is no co-pay for any dental procedure, whether performed by dental staff or a nurse.

Dental Emergency-Have the dorm/housing officer or any other staff person contact Inmate Health Services (IHS) as soon as possible.

- Uncontrolled bleeding
- Broken Jaw
- Constant really bad pain
- Big swelling and or infection

Urgent Dental Care-Submit a Health Service Request (HSR) form to dental explaining your problem-watch for a pass to IHS within a day or two.

- Toothache-constant or comes and goes
- Broken tooth
- Broken denture
- Infection
- Large painful cavity

Routine Dental Care-Submit a Health Service Request to dental explaining your problem. You will be placed on a list to have an examination and have your problem looked at and treated.

- Cavities
- Problems chewing
- Cleaning

- Dentures-Must have 3 years or more to serve in the ODRC

OPTICAL CLINIC

If you are having problems with your eyes or need a check-up you must send a kite to the Optical Clinic. Describe the problem or symptoms you are having in your kite.

The Optometrist is usually in the institution on Wednesdays, but days may vary.

If you have an urgent problem or an emergency, have your dorm officer call the Dispensary, or sign up for Nurse's Sick Call.

The Optical Clinic will send you a pass for your appointment.

PODIATRY CLINIC

To schedule a Podiatry Clinic appointment, you must sign up and attend Nurse's Sick Call and then be referred to the Medical Doctor.

The Medical Doctor has to refer inmates to the Podiatrist.

Shoe fit problems are addressed with the Quartermaster, **not the Podiatrist!**

There is a separate co-payment for Podiatry Clinic

X-RAY AND LABORATORY

X-ray and laboratory services are available on site Monday through Friday, by physician's order only. In case of emergencies after hours, the local hospital services are used.

ROUTINE PHYSICALS

Free physical exams are available according to your age group. If you are over age 50 you will be contacted during the month of your birthday for your consent for a physical exam.

If you are between the ages of 40 and 49, you may have a free physical exam every two years.

Under age 40 physicals are free every five years.

Physical exams include blood tests, urine test, EKG, prostate check and a doctor exam.

If you are under age 50 and you would like a physical exam, sign up for Nurse's Sick Call or send a kite to Medical Services.

DIETARY SERVICES

A diet line is available by physician's order for inmates with special dietary needs. This diet is lower in fat and sugar than the regular diet line and is prescribed for inmates who are diabetic, have heart disease, etc.

A dietary technician is available for counseling and education on all types of dietary needs. You can also sign up for Nurse's Sick Call for a referral or for dietary questions or concerns.

NEXT OF KIN INFORMATION

Each January you will be asked to update your next of kin information. Please provide us with any changes as soon as possible throughout the year.

SPECIAL MANAGEMENT UNITS

Units such as segregation have daily Nursing Rounds. You may be seen on Nurse's Sick Call by completing a health Services Request Form (DRC 5373). A nurse will be around to pick these forms up every day.

If you have a medical emergency, notify the nearest staff member.

If you take controlled medications, they will be delivered to your cell. Notify the nearest staff member if you have a problem with your medications.

MEDICATION PICK UP

SELF-CARRY MEDICATIONS: If you have an order for medications that you may keep in your possession, you will receive a pass to pick them up. Carry medication pick-up is Tuesday thru Saturday at 9:00 AM.

You must have your I.D. to pick up any medication – No Exceptions!

CONTROLLED MEDICATIONS: If the doctor orders a medication that is controlled, you must come to the medication center to pick up each dose.

The medication center is open three times each day. For the morning pill line, the window is open around 7:00 – 7:45 am and stays open for 40 minutes after the last dorm is called to chow.

For the noon pill line, the window is open around 11:45 am and will stay open for 10 minutes after the last dorm is called to chow.

For the night pill line, there are two windows that open at 6:30 pm and close at 8:30 pm. This pill line is scheduled according to the last digit of your number as follow:

Time	Right Side Line	Time	Left Side Line
6:30 – 6:50 pm	0	6:30 – 6:50 pm	5
6:50 – 7:10 pm	1	6:50 – 7:10 pm	6
7:10 – 7:30 pm	2	7:10 – 7:30 pm	7
7:30 – 7:50 pm	3	7:30 – 7:50 pm	8
7:50 – 8:10 pm	4	7:50 – 8:10 pm	9

If you are late because of participation in an institutionally approved program, you may come at 8:20 pm for make up time. If you are habitually late, (two or three times in a month) you may get

a *conduct report* for being out of place. The pill line is on a tight schedule. If you are late, you put the nurses behind.

MEDICATION REFILLS

If you need a refill of your self-carry medications, complete the refill slip (you should get one with your prescription if it has refills). Drop the refill slip in the pharmacy box in the Dispensary. You will receive a pass to pick up your prescription.

Make sure you use the proper drop-off box.

If you need a refill slip, check with the dispensary officer.

MEDICAL EMERGENCY

For the purpose of co-pay policy, a medical emergency is one that requires a trip to the ER admission to the infirmary or illness / injury that requires immediate treatment.

CO-PAY POLICY

Inmates who request health care or treatment will be charged a \$2.00 co-payment fee.

Exceptions include regularly scheduled visits for Chronic Care Clinic, Chronic Care medication refills, work related injuries, use of force, and dental services.

No inmate is ever denied needed health care or treatment because of inability to pay.

HELPFUL INFORMATION

Over-the-counter medications, such as aspirin, Tylenol, allergy pills, ibuprofen, and anti-fungal cream should be purchased in the Commissary. Medical Services staff does not provide these items for more than a few days.

The ONLY TIME you can be in the Medical Department is if you have a pass, prior permission, or are on Nurse's Sick Call. You will be issued a ticket for being out of place if you come unannounced.

MENTAL HEALTH SERVICES

Mental Health nurses are available 24-hours a day. If you have an emergency and need to see one of the Mental Health nurses, (e.g. having thoughts of harming yourself or others) notify the nearest staff member immediately.

You may also send a kite to the Out-Patient Mental Health Staff. All mental health care is free.

HEALTH SERVICE REQUESTS

All services requested through HSR forms will carry a \$2.00 charge.

EMERGENCY PROCEDURES

Emergency procedures will be **free** if **an actual emergency exists**. If medical staff determines that no actual emergency exists, \$3.00 will be charged.

offender screening and programming if indicated, and substance abuse screening and programming if indicated. Please note that if you participate in and successfully complete programming while incarcerated, you will receive credit for this participation and it can effect whether or not a special condition will be mandated while under supervision.

TRANSITIONAL CONTROL PROGRAM: Transitional Control is completing the end of your sentence at a halfway house while participating in a full-time employment or education program. Your Case Manager will advise you if you meet the minimum eligibility criteria for consideration of transfer into this program. At that point, you have the option to either waive or request participation. If you request consideration to be transferred to this program, Parole Board staff will review your case to determine whether or not participation in the program will be recommended. A file review will be completed on all inmates serving an eligible SB2 sentence. This is done no sooner than 10 months prior to your scheduled release date and the maximum amount of time you can participate in the program is 180 days. You can still be considered for transfer into this program up to 120 days prior to your scheduled release date.

If you are an eligible SB2 inmate and are recommended for the program, a notice will be forwarded to the Judge(s) who sentenced you for the crimes for which you are currently incarcerated. The Judge has statutory authority to veto (deny) your transfer into this program.

The recommendation for transfer into the transitional control program by the Parole Board is discretionary and not automatic.

VIOLATION SANCTION PROCESS HEARINGS: Violation hearings are conducted in the community at local jails or in APA Offices, or at a designated DRC Reception Center when violations of supervision occur and the supervising officer is requesting that an offender be returned to prison for the violations. At these hearings, a Parole Board Hearing Officer will determine by a preponderance of the evidence if the violations occurred and whether or not a return to prison is appropriate.

In parole cases, if the Hearing Officer determines that revocation of parole is appropriate, the Hearing Officer will forward a recommendation regarding the amount of time the offender should serve before again becoming eligible for parole to a Parole Board Member. The Parole Board Member will either approve or modify the Hearing Officer's recommendation and determine the hearing date. The decision whether or not to release a parole violator again onto parole supervision before the expiration of the maximum sentence is solely within the discretion of the Parole Board. A re-parole will not automatically occur after the offender has served the time recommended by the Hearing Officer and approved by the Parole Board Member. The Parole Board must again recommend release.

In the case of a Post Release Control violator, the Hearing Officer will determine whether to impose a prison sanction. Any prison sanction imposed cannot exceed 9 months.

More information about the Parole Board is available at your institution library, including the Ohio Parole Board Guidelines Manual.

Ohio Penal Industries

The Ohio Penal Industries consists of various shops including, but not limited to the Chair Factory, Mattress Factory and Vehicle Modification. To get a job at one of these factories, you must kite the supervisor of the department you want to work in and request an interview. You must meet the screening criteria to be placed in O.P.I.

You can earn from \$.21/hr. to \$.47/hr. You can accrue up to (36) hours of sick leave per year (3 hrs. per month). Sick leave is available for use immediately upon hire.

You can earn three hours of personal leave per month after six weeks of service that can be used after six months of service.

Shops available:

- Modification Center
 - Paint Shop (Sand/Prepare Parts)
 - Machine Shop (Run metal lathes, etc.)
 - Vehicle Assembly (Hydraulic assembly)
 - Fabrication (Cut and bend metal to use on trucks)
 - Welding Shop
 - Modification Office (clerical)
 - Mattress Factory
 - Chair Factory

Re-Entry

Inmates entering the Department of Rehabilitation and Corrections prior to April 1, 2011 will receive reentry services under the RAP (Reentry Accountability Planning) system. Inmates assigned as Intensive with more than 24 months left to serve will be reviewed during their annual classification review. Intensive inmates serving 24 months or less will be reviewed twice during the year. Inmates assigned as Basic will receive essential habitation services through the reentry assessment and planning process.

Inmates entering the Department of Rehabilitation and Corrections after April 1, 2011 will receive reentry services under ORAS (Ohio Risk Assessment System). Inmates serving 1 year or more will have an assessment completed within 90 days of arriving at the institution. Inmates serving less than 1 year are not required to receive an ORAS assessment.

The following is a list of approved programs:

1. From The Inside Out
2. Computer Occupational Program
3. Money Smart
4. Anger Management
5. Victim Awareness

6. Man I Need a Job
7. PROVE (Personal, Responsibility, Offender, Violence, Elimination)
8. Thinking for a Change
9. Sex Offender Program (Mandatory and Comprehensive)
10. Release Preparation

How do I enroll? To be enrolled in any of the programs listed above just send a kite to the Reentry office. Only one kite is needed. If you wish to sign up for more than one program just list them all on the same kite. You will be notified by return kite that you have been placed on the program waiting list. These programs will usually last between 10 to 12 weeks.

The reentry programs offer a way for you to gain the necessary tools for a successful reentry back into society. You will only get out of the programs what you put into them.

Vision - Ohio's system of reentry will provide opportunities for offenders to successfully connect as productive members of society. Through active partnerships with all stakeholders, reentry will contribute to safer communities and an enhanced quality of life.

Mission - The Reentry Initiative is a holistic and systematic approach that seeks to reduce the likelihood of additional criminal behavior. Beginning at sentencing and extending beyond release, reentry will assess, identify and link offenders with services specific to their needs. This will be accomplished through associations with community partners, families, justice professionals and victims of crime.

Slogan - Reentry Means "Going Home to Stay"

Reentry programming is offered on a voluntary basis. All of the programs address one of the following seven domains:

- Education
- Employment
- Marital and Family
- Associates/Social Interaction
- Substance Abuse
- Community Functioning
- Personal and Emotional Orientation
- Attitude

Release Preparation Program

The release preparation program is a comprehensive (4) day program that will help inmates reintegrate into society. It provides social services assistance, community links, job information, resume writing, mental health updates and other training sessions that will help every inmate no matter what their crime or how much time they have

served. The release preparation program is mandatory for all inmates who are within six (6) months of their release date.

Education

Every inmate entering the prison system is tested in order to find out the inmates' educational background. Every inmate should have test scores on file. All inmates who do not have a GED or high school diploma verified by the Ohio Central School System must attend school at least 6 months.

Inmates may be placed on a waiting list, rather than being immediately placed in a program. Priority is given to inmates enrolled off the waiting lists based upon the following criteria:

- Inmate under 22 years of age with a special need
- Inmates under 22
- Inmates closest to their outdate

All academic and apprenticeship programs have open enrollment, this means when a student is removed, withdraws or completes a program another student can immediately be placed in the opening. Career Technical programs are on a facilitated terms with no open enrollment.

All academic, career-technical and apprenticeship programs are offered at NO cost to the inmate.

Listed below are the programs and their requirements. Kite the education department for further information.

Academic

- 1.) Adult Basic Education Inmates scoring below a 226 reading score
- 2.) Pre-GED Inmates scoring between 227 and 239 reading score
- 3.) GED Inmates scoring 240 and above reading score
- 4.) Special Education Services (<22yrs old) and the RTU Education are offered to targeted inmate population.
- 5.) Title 1 Inmates under 21 years old. Supplemental reading and math services.

Career Technical Programs

Inmates must have enough time left on their sentence to complete the program once they enrolled. Inmates must meet the screening criteria that is completed by unit staff to work "behind the fence."

- 1.) Carpentry 231 reading score or above
- 2.) Welding 231 reading score or above
- 3.) Construction Technology 231 reading score or above
- 4.) Heating & Air conditioning 231 reading score or above
- 5.) 5 week Career Enhancement Modules-No minimum reading score required

Apprenticeship

Several apprenticeship programs are offered throughout the institution. Programs include Animal Trainer, Electrician, Plumber, Welder, Maintenance Repair Worker, and HVAC technician. These programs allow inmates to receive on-the-job training and receive a completion certificate issued by the U.S. Department of Labor. Kite the Education Department if you are interested.

Advanced Job Training

Ashland University provides services for CCI: a high school diploma or GED is required. An 231 or higher reading; fewer than five (5) years to parole board or EDS; no previous college degree; and fewer than 3 isolations in the last year are also checked. Programs offered by Ashland University are Hotel/Restaurant Management and Auto Parts Service, and Business Management. One to two year program certificates are available.

Tutors

Tutors are utilized throughout the institution. All tutors must have tutor training and become a certified tutor, inmates must have a high school diploma or GED verified by the Ohio Central School System. Inmates must obtain a reading score of 243 or 10.0 or higher on the standardized reading test. Tutor Training is held quarterly. Inmates wishing to be placed on the waiting list to be trained may contact the Education Department. Participation in training will be on a first-come/first serve basis.

Job Classification

Job Classification is initiated and finalized by a centralized classification committee. All orientation inmates will meet with the classification committee within 14 days of their arrival, if education is needed, or desired, the institution will make every effort to assign them to available spaces in education. Those inmates who do not possess a GED, High School Diploma or equivalency, will be considered a mandatory student for two quarters. Inmates will be notified by the classification committee of this status.

Orientation inmates will typically receive an initial assignment to Food Service. After 90 days, inmates may request a job change to another area and depending upon availability and skill, that request may be granted. The inmate is responsible for obtaining a different job by contacting the work supervisor in charge of the area in which they have interest. All classification actions are subject to approval.

Job Reclassification Procedures

In order to receive a job you will be passed to see your unit staff in your assigned unit by the classification committee. The inmate will be given a 48-hour notice of any such hearings. Once the committee approves a particular assignment, the inmate must continue working their present assignment until their name comes out on the move sheet that is given to the unit officer's every week day. NO job is official until it comes out on the move sheet. An inmate should not start performing duties associated with that job

until it is on the move sheet. Inmates may not switch job assignments until they have remained in an assignment for 90 days.

Law Library

The institution's law library is located in the library area in Sherman School. The law library contains books, forms, reports, and statutes. The law library is open to all inmates and operates on the same even/odd schedule as the Main Library.

Library

The basic goal of the institutional library is to provide inmates with reading, research, and reference materials. The library has approximately 12,000 books, covering a wide variety of subjects. Magazines, newspapers and reference books are available for use in the library only. An inmate may borrow books for a period of two weeks. An inmate must have his photo I.D. to borrow books from the library. The library is a quiet area. Loud or boisterous behavior is not permitted. Inmates are welcome to use the library on their assigned days when they are not working. A copy of the Department's Administrative Regulations is located in the library. For further information, contact the Librarian.

Library Hours

Sun: 7-10:30 am., 12:30-3:30 pm., 5:30-8:15 pm. (for odd numbered inmates)
Mon: 2:00-3:30 pm., 5:30-8:15 pm. (For even numbered inmates)
Tue: 7:00-10:30 am., 2:00-3:30 pm., 5:30-8:15 pm. (for odd numbered inmates)
Wed: 7:00-10:30 am., 12:00-3:30 pm., 5:30-8:15 pm. (for even numbered inmates)
Thu: 12:30-3:30 pm., 5:30-8:15 pm. (for odd numbered inmates)
Fri: 7:00-10:30am. (Even) 12:00-3:30 pm. (odd), 5:30-8:15 pm. (all)
Sat: 7:00-10:30 am., 12:00-3:30 pm., 5:30-8:15pm. (for even numbered inmates)

Disabilities

Inmates with disabilities, who need assistance because of their disabilities, should notify the ADA coordinator, Corby Free, of the type of assistance necessary. The following is routinely provided:

For inmates with hearing problems:

- Interpreters, translators as needed.
- TTY machine and amplified phones
- Visual fire alarm systems
- Visual notification of wake-up calls of other announcements
- Closed caption televisions

For inmates with severe vision problems:

- Braille or large print reading materials
- Readers

For inmates using wheelchairs for mobility:
Ramps
Handrails in showers

It is the policy of the Department of Rehabilitation and Correction to not discriminate against the handicapped.

Mental Health Services

Access to Mental Health Care is obtained in the following ways:

When admitted to the institution, each inmate receives an initial mental health screening by medical services. Inmates with mental health histories may be referred for service. Additionally, inmates may kite Mental Health Services. Another resource for inmates is to contact staff in the unit and the staff may make a referral. Mental Health staff completes weekly rounds in Death Row and Segregation in order to ensure that services are offered there as well.

The Mental Health Services include outpatient, and sex offender treatment programming. Outpatient Mental Health Services has a caseload of approximately five hundred and fifty inmates. Outpatient Mental Health is developing a new process with each inmate being assessed for needs and possibly being placed on the Chronic Care, Psychotherapy, or Wellness tracks. Only inmates identified as being on the mental health caseload will have access to the wellness track. The Wellness track consists of various groups. The groups being offered change at times but the Mental Health Administrator can be contacted for an up-to-date pamphlet describing the groups and contact information. The Chronic Care track provides psychotropic medication maintenance as well as Mental Health Case Management. The Psychotherapy track proves one-on-one therapy as well as process groups. Assignment of the Chronic Care and Psychotherapy tracks are determined through assessments by Mental Health staff.

It is important to note that Mental Health may not influence bed, dorm or job changes. Also, if inmates have complaints regarding a medical condition, the Health Care Administrator should be contacted directly. If inmates release plans involve mental health facilities or programs the Mental Health Department will appropriately make referrals. For all other release plans, inmates should contact unit staff.

Questions about Mental Health Services should be addressed to the Mental Health Administrator.

Mental Health Services work together with Recovery Services, Medical Services, Educational Services, and the Religious Services in order to provide complete programming.