

## CORRECTIONAL MANAGED HEALTHCARE

### Description of Functional Responsibilities

To accomplish the mission of the Correctional Managed Health Care Committee ("CMHCC"), the partners have agreed to the assignment of various functional responsibilities to each of the partner agencies. The following narrative descriptions are intended to further clarify the roles and responsibilities of the Correctional Managed Health Care partners.

By sharing functional duties, the expertise of each partner contributes to a stronger delivery system and avoids unnecessary duplication of resources. Delineation of these responsibilities facilitates information sharing and increases understanding of the lines of communication. The fulfillment of individual responsibilities is assigned to the individual partner's management team and remains under the oversight of the respective Executive Director or President and that partner's governing board. Collectively, the CMHCC, the Texas Department of Criminal Justice ("TDCJ"), and the University of Medical Branch ("UTMB") and Texas Tech University Health Sciences Center ("TTUHSC") (hereinafter, known as "Universities"), are responsible to the Legislature and subject to the same oversight from the State Comptroller, State Auditor, the Legislative and the Governor's Budget Offices.

Each assigned function is briefly described below.

#### **TDCJ's Responsibilities**

- **Statutory Duties:** In addition to, or as elaborated below, the TDCJ performs specific duties as assigned to the Committee by statute. Those duties are generally outlined in Texas Government Code, Chapter 501, Subchapter E.
- **Fiscal Oversight:** The TDCJ oversees and approves the allocation of available funding for Health Care Services. TDCJ staff report on and monitor the overall financial status of the Correctional Health Care Program, work cooperatively with each partner agency in developing system-wide reporting mechanisms, track and evaluate cost trends and project future needs.
- **Budget Formulation/Submission:** TDCJ staff work cooperatively with each University to formulate budget submissions for the Health Care Program and represent each University during the appropriation process.
- **Legislative and Legal Coordination:** The TDCJ, in coordination with the Universities, serves as the central point of contact for legislative matters and statewide legal issues relating to Inmate Health Care.
- **Staffing Analysis:** The TDCJ serves as the statewide sponsor for periodic reviews of staffing needs. The Universities remain responsible for their respective human resources programs and staffing patterns.
- **Medical Research Monitoring:** The TDCJ monitors the Universities compliance with medical research requirements established by contract or by the CMHCC.
- **Cost Containment Initiatives:** The TDCJ, in conjunction with each University, coordinates individual and joint initiatives for cost reduction strategies.

- Liaison Activities Between TDCJ, the Universities and Other Contracting Entities: The TDCJ's Health Services Division, provides liaison communications and functions between TDCJ and the Universities, enabling TDCJ operational staff to work with a single point of contact.
- Facilities Construction Coordination: The TDCJ works with the Universities on the development of new Health Care construction issues.
- Telemedicine Coordination: The TDCJ works with the Universities on resource issues relating to the telemedicine program.
- Contracting/Provider Network Coordination: The TDCJ develops, maintains and administers the master contracts with Universities and other contracting entities that establish responsibilities for the statewide provider network.
- Information Management System Coordination: The TDCJ works with the Universities and other contracting entities to coordinate resource issues related to information management systems and projects.
- Emergency Coordination: The TDCJ Health Services Division, provides statewide coordination and liaison with the University providers and the TDCJ in the event of an emergency or natural disaster.
- Monitoring/Central Reporting: The TDCJ Health Services staff shall provide monitoring activities including quality-of-care monitoring, investigating medical grievances, ensuring access to medical care, and conducting periodic operational reviews of medical care provided at its Units. Staff also report on the results of those monitoring activities to both the CMHCC and the Texas Board of Criminal Justice.
- Accreditation Tracking: The TDCJ staff track the progress of each Unit through the accreditation process and provide that information to management for follow-up as necessary.
- Policies/Standards: Policies are developed in accordance with procedures implemented by Joint Committees and are approved by the University Medical Directors and the TDCJ Division Director for Health Services.
- Operational Reviews: As a part of the monitoring program, TDCJ staff shall conduct operational reviews to evaluate the Health Care delivery systems in place at each facility. This process is based on assessing compliance with the accreditation standards of the American Correctional Association (ACA), statewide policies and applicable laws. A review and corrective action plan process is required from the provider management team in response to identified deficiencies.
- Preventive Medicine: The Office of Public Health section of the TDCJ Health Services Division is responsible for infection control policies statewide as well as coordination of the statewide Infection Control Committee. The Office of Public Health staff shall provide education, orientation and training programs to CID nurses (i.e., public health nurses) statewide. This staff establishes, maintains and monitors statewide Inmate databases for HIV/AIDS, TB, hepatitis, syphilis and sexually transmitted diseases. It serves as the central point of contact for reporting purposes for the Texas Department of State Health Services and other applicable state and federal agencies.
- Classification/Transportation Coordination: The TDCJ staff shall provide a liaison between the classification and transportation staff to assist in ensuring that Inmate patients are appropriately classified, assigned to facilities and transported consistent with their medical needs.

- Grievance and Correspondence Tracking: The Patient Liaison office provides tracking, investigation and response to all correspondence regarding patient care issues. The Inmate Grievance Program tracks conducts inquiries and responds to Step 2, Division-level Inmate grievances.
- Research Approval: The TDCJ Director of Health Services or designee shall have the final approval for all research involving TDCJ Inmates. All medical research projects will be reviewed by the Director of Health Services or designee in accordance with TDCJ Administrative Directive 02.28 and Health Services Policy I-72.1. Depending on its nature and proposed methodology, such research may also be subject to review and approval through one or more of the University institutional review boards.
- Quality Improvement/Quality Management Coordination: The TDCJ Health Services Division provides statewide coordination of the QI/QM program. The staff shall provide technical assistance, collect reports of QI/QM results, analyze for trends and communicate those results systemwide.
- Liaison Activities between the TDCJ, the CMHCC, the University Providers and other contracting entities: The TDCJ Director of Health Services functions as TDCJ's point of contact for communications to TDCJ Departments for the CMHCC, the University Providers and other contracting entities, enabling them to work with a single point of contact.
- Continuing Medical Education: The TDCJ is responsible for providing continuing medical education for its Health Services staff.

#### **University Providers Responsibilities for Inmates Assigned to Their Sector:**

- Utilization Management: Each University Provider is responsible for establishing and maintaining a system for review and authorization of specialty care to ensure that services are provided in a timely, appropriate and cost-effective manner.
- Provider Network Management: Each University Provider, either through its own staff, through its component or affiliated hospitals, or through contractors retained by the University must ensure that a comprehensive network of providers is in place to efficiently serve the system.
- Credentialing: Each University Provider is responsible for ensuring that all Health Care providers have and maintain appropriate credentials in accordance with state and federal requirements and that processes are in place to verify and document the credentials of its staff.
- Regional Operations: Each University Provider is responsible for providing the management and operation of regionalized facilities and services as appropriate.
- Unit Operations: Each University Provider is responsible for providing complete Health Care Services at the Unit level (medical, dental and mental health) to include:
- Onsite Services: Health Care Services provided normally to Inmates at the Unit level, including sick call, nursing coverage, health record services, health education/training, dental services, mental health services and related ancillary services.
- Offsite Services: Emergency care, inpatient services, specialty physician consults, surgeries, and emergency medical transportation.

- Pharmacy Services: Medications, as approved by or prescribed by, authorized providers.
- Institutional Committees/Peer Reviews: Each University Provider is responsible for maintaining its own institutional committees and conducting its own internal peer review actions.
- TDCJ Employee Health Services: Each University Provider is responsible for providing employee Health Care Services specified by the Contract including immediate medical attention to TDCJ Employees injured in the line of duty, TB screening, and Hepatitis B vaccinations, as specified by this Contract.
- Research Coordination: For research involving TDCJ Inmates, the University Providers are required to receive approval from the TDCJ Director of Health Services or designee in accordance with applicable TDCJ policies. The University Providers are also responsible for obtaining approval through an Institutional Review Board which meets requirements as set forth in 45 CFR 46. The University Providers are responsible for maintaining accurate, current and accessible records on all protocols involving Inmates. The University Providers are required to provide access to such records to the TDCJ Director of Health Services or designee on request.
- Telemedicine Projects: The University Provider is responsible for the operation and implementation of telemedicine projects within their sector. The CMHCC provides statewide coordination of statewide policy issues.
- Continuing Education: Each University Provider is responsible for continuing education for its respective staff.
- Emergency Preparedness: Each University Provider is responsible for ensuring an emergency preparedness program is in place at each facility consistent with accreditation standards. Statewide coordination during emergencies will be provided by TDCJ staff.
- Dialysis Services: Each University Provider is responsible for providing outpatient and inpatient dialysis services on a statewide basis for Inmates, which includes establishing a center of clinical excellence and chronic care clinics for Inmates with chronic kidney disease and pre-end stage renal disease that is supervised by a nephrologist.

**Centralized Statewide Services Provided by UTMB:**

- Health Records Coordination: The UTMB provides statewide technical support, policy development and forms control services related to the health records system, to include the maintenance of the health records archives and death records.
- Autopsy Services: The UTMB coordinates autopsy services on a statewide basis.
- Medical Training: The UTMB provides health-related training required for security staff during pre-service and in-service training academies, including annual AIDS education for TDCJ staff.