

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: 6/17/05	POLICY NO.: COR.10.1H.03
		SUPERSEDES (Policy No. & Date): NEW	
	SUBJECT: ACCESS TO CUSTODY INFORMATION		Page 1 of 2

No. 2005-1145

1.0 PURPOSE

To ensure that criminal justice information that is pertinent to clinical decisions is available to treating clinicians.

2.0 REFERENCE

- a. HRS, Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and Duties.
- b. National Commission on Correctional Health Care, Standards for Health Services in Prisons, (2003).
- c. Corrections Administrative Policy, COR.10.1H.07, Release of Information from the Medical Record.

3.0 POLICY

- .1 Medical case managers or psychiatric social workers and case managers, may be allowed access to criminal justice information in the institutional record that is relevant to medical or mental health case management and/or discharge planning.
- .2 A psychiatrist or psychologist shall have access to the institutional records if the provider believes that pertinent institutional information is relevant to designing the appropriate mental health treatment plan or transfer or discharge summary.
- .3 References to facilities, institutional files, records and social workers includes the Federal Detention Center/Mainland Branch, its personnel and files.

4.0 PROCEDURES

- .1 Medical case managers and psychiatric social workers and case managers shall request institutional record reviews through the facility staff member appointed by the Warden to control access to inmate records.
- .2 Medical and mental health staff who are authorized access under this policy shall follow all procedures required by the institution when requesting criminal justice information from the institutional file.

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5.0 SCOPE

This policy and procedure applies to all correctional facilities and their assigned personnel.

APPROVAL RECOMMENDED:

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Medical Director Date

Verly J. 6/13/05
Correctional Health Care Administrator Date

Frank J. Jones 6.14.05
Deputy Director for Corrections Date

APPROVED:

James L. R. Stuck
Director
6.17.05
Date