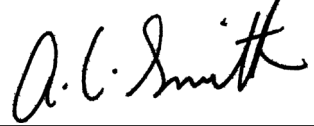




Department of
Rehabilitation & Correction

SUBJECT: Holistic Services Referral	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: 81-OHS-01
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: New
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 22, 2022
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish standard procedural guideline for referring an incarcerated individual to Holistic Service areas within the Ohio Department of Rehabilitation and Correction (ODRC). Standardizing a referral procedure fosters the collaboration among Holistic Services areas and enhances access to meet the holistic needs of the incarcerated individual as a whole.

III. APPLICABILITY

This policy shall be applicable to all persons employed by, or under contract with, the Ohio Department of Rehabilitation and Correction (ODRC).

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet using the following link:

[Definitions Link](#)

- **Education Management File (EMF)**
- **Electronic Health Record (EHR)**
- **Health Care**
- **OnBase**
- **Intellectual Developmental Disability**

V. POLICY

It is the policy of the ODRC to enhance referrals to the specialty service areas for the incarcerated individuals to meet holistic care needs.

VI. PROCEDURES

A. The referral procedure detailed within this policy are not to supersede existing procedures for incarcerated individuals seeking services within the Holistic Service departments. Any staff member referring an incarcerated patient to a Holistic Service area shall utilize the Referral to Holistic Services (DRC4396).

1. Referral to Holistic Services (DRC4396) submissions shall be sent to the respected Holistic Service department administrator/designee.
2. The department administrator/designee shall then review the referral form and implement intervention appropriately.

If additional Holistic Service referrals are indicated, the department administrator/designee shall indicate the additional service area referral on the Referral to Holistic Services (DRC4396).

3. If an electronic referral to a Holistic Service area has been completed utilizing the current EHR system, then the Referral to Holistic Services (DRC4396) is not needed.

B. Medical Referrals

1. The Referral to Holistic Services (DRC4396) shall be utilized for health-related matters that do not require acute or chronic medical assessment or treatment.

Examples of referrals to Medical include (but not limited to):

- a. Educational needs,
- b. Medical equipment repair needs,
- c. Expired special needs badges,
- d. Tattoo Removal

2. The referral form shall be reviewed, action taken, documentation completed, and scanned into the patient's EHR.

C. Behavioral Health Referrals

1. The Referral to Holistic Services (DRC4396) shall be utilized for behavioral health related matters that do not require emergent assessment or treatment.

Examples of referrals to Behavioral Health include (but not limited to):

- a. Referral for services,
- b. Medication management,
- c. IDD consultation.

2. Behavioral Health Operations will continue to facilitate open office hours.

3. Emergent referrals shall be made in accordance with ODRC Policy 67-MNH-02, Mental Health Screening and Mental Health Classification.
4. The referral form shall be reviewed, action taken, documentation completed, and scanned into the patient's EHR.
5. DRC5265 form will be retired.

D. Dental Referrals

1. The Referral to Holistic Services (DRC4396) shall be utilized for dental matters that do not require emergent assessment or treatment.

Examples of referrals to Dental include (but not limited to):

- a. Consultation,
 - b. Round trip follow up of dental related issues,
 - c. Education/update of Dental Services.
2. The referral form shall be reviewed, action taken, documentation completed, and scanned into the patient's EHR.

E. Education Referral

1. Examples of referrals to Education include (but not limited to):
 - a. Enrollment requests,
 - b. Guidance services,
 - c. Testing,
 - d. Enrollment assessment (Medical/Behavioral Health),
 - a. Classroom,
 - b. Occupational.
2. The referral form shall be reviewed, action taken, documentation completed, and scanned into OnBase.

F. Recovery Service Referral

1. Examples of referrals to Recovery Services include (but not limited to):
 - a. Referral for services,
 - b. Overdose,
 - c. Detoxification,
 - d. Positive drug test.
2. The referral form shall be reviewed, action taken, documentation completed, and scanned into the patient's EHR.
3. DRC5502 form will be retired.

G. Recreation Referral

1. Examples of referrals to Recreation include (but not limited to):
 - a. Weight loss,
 - b. Walking program,
 - c. Muscular skeletal exercise.
2. The referral form shall be reviewed, action taken, documentation completed, and scanned into OnBase.

H. Religious Service Referral

1. Examples of referrals to Religious Service include (but not limited to):
 - a. Serious Illness or Death Notice,
 - b. Counseling,
 - c. Religious Accommodations,
 - d. Congregate Activities.
2. The referral form shall be reviewed, action taken, documentation completed, and scanned into OnBase.

Referenced Forms:

Referral to Holistic Services DRC4396