

KDOC – RFP *Definitions*

These definitions are provided in an effort to assist the reader in better understanding the RFP. In the event a definition is perceived as being in conflict with the RFP language, the RFP language will control.

Access: The offender's ability to get needed health care and services.

Accreditation: A seal of approval by a private, independent group based on minimum standards of care.

Assisted Daily Living Unit (ADL Unit): A housing unit designed to combine independent and personal care in a facility setting for offenders requiring assisted daily living.

Administration of Medication: The act in which a prescribed dose of an identified drug is given to an offender.

Ambulatory Care: All types of health services that do not require an overnight hospital stay.

Ancillary Services: Professional services in a hospital or other inpatient/outpatient health program. These may include x-ray, drug, laboratory, or other services.

Assisted Daily Living (ADL): Care given to offenders needing chronic/permanent assistance with activities of daily living, such as but not limited to dressing, bathing, eating, or walking.

Behavioral Health: The blending of prevention and treatment for substance use, sexual offender, and mental health disorders for the purpose of providing comprehensive services.

Care Management: A process used by a doctor, nurse, or chosen health professional to manage health related matters. Care Management makes sure that needed services are given, and keeps track of the use of facilities and resources.

Caps: Any price ceiling that is contributed towards an overall bid.

Carve Outs: Any portion of a proposal that may be listed as an individual item that is bid on separately.

Chronic Care: Health care services rendered to an offender that assists in an on-going effort to monitor and/or control an illness. Within the health care and mental health community, chronic care may be referred to as chronic illness management. This is to be defined by NCCHC and/or ACA standards and the KDOC.

Clinical Services Report (CSR): Psychological evaluations completed by forensic psychologists as required or requested by the courts, Kansas Prison Review Board (KPRB), and on occasion, KDOC. Psychologists make determinations on the level of risk for adult sexual offenders to commit additional offenses, level of risk for psychopathy or violence, recommendations for post-release supervision follow up, or recommendations for management of offenders within the KDOC system.

Cognitive Therapy: Therapeutic interventions that help a person to overcome difficulties by identifying and changing dysfunctional thinking, behavior, and emotional responses.

Communicable Disease: Those diseases that are capable of being transmitted from one person or species to another.

Comprehensive Quality Improvement (CQI) Program: A program to improve both service and access to offenders. It is designed to monitor and evaluate the quality and safety of healthcare services delivered in a clinical setting through outcome measurements and reporting criteria.

Contractor: The company that provides administrative and clinical health care services for the KDOC.

Convalescent Care: Health care services rendered to an offender to assist in recovery from an illness or injury.

Crisis Intervention Teams (CIT): Teams that are designed to improve the way facilities respond to people experiencing mental health crises. They are built on strong partnerships between security, mental health providers, and others who are affected by mentally ill offenders.

Curriculum Vitae: A personalized short account of one's career and qualifications.

DEA-Controlled Substance: Drugs regulated by the Drug Enforcement Administration under the authority of the Federal Controlled Substances Act.

Dental Examination: Includes the taking or review of the offender's dental history, charting of teeth examination, explorer, and adequate illumination and x-rays if needed for diagnosis.

Dental Screening: Part of the initial health appraisal includes visual observation of the teeth and gums.

Detoxification: The process by which an individual is gradually withdrawn from a drug by the administration of detoxification drugs, or through close clinical monitoring and treatment of symptoms of withdrawal during the detoxification process.

Direct Observational Therapy (DOT): Medication that is administered to an offender and observed by licensed healthcare staff.

Director of Health Care Compliance (DHCC): Directs healthcare services including oversight and direct management for all incarcerated adult and juvenile individuals within the Kansas correctional system.

Disaster Planning and Drills: Health aspects of the disaster plan, among other items, includes the triaging process, designation of triage areas, and practicing through planned drills.

Dispensing of Medication: System of delivery and storage of, and accounting for drugs from the source of supply to the facility drug rooms or to the point of storage at which they are administered to the offender.

Ectoparasites: Parasites that live on the skin of a host.

Electronic Health Records (EHR) System: A database that collects offender health information including, but not limited to; offender demographics, progress notes, problem lists, medications, vital signs, past medical history, immunizations and more data which creates an electronic repository portable to transfer information to other health entities in accordance with the Affordable Care Act.

Emergency Care: Care for an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call or clinic without risk to life, limb, or sight.

Evidence Based Practices (EBP): Therapeutic interventions for which there is consistent scientific evidence that show improvement in offender outcomes.

Facilities: Correctional institutions in Kansas under the supervision of wardens in Ellsworth (ECF), El Dorado (EDCF), Hutchinson (HCF), Lansing (LCF), Larned (LCMHF), Norton (NCF), Topeka (TCF), and Winfield (WCF) and Superintendent at Topeka (KJCC) Juvenile institution. Facility locations are not limited to these cities.

Formulary: A list of certain drugs and their proper dosages approved by the Regional Medical Director and the Regional Pharmacy Consultant/Director that are considered the primary drug of choice for Health Care Practitioners.

General Orders: Written manifestations of facility policies and procedures, and, as directives signed by the Warden, they establish policy or effect procedures. Routine matters concerning daily operations within a single department and not affecting other departments shall not be designated as General Orders.

Grievance: The process in which an offender appeals a decision. These shall be answered in a timely manner to ensure that delay will not impose additional hardship upon the offender or unnecessarily prolong a misunderstanding.

Health Assessment: The process whereby the health status of an offender is evaluated. The extent of the health assessment, including medical examination after obtaining health history contains at least the items noted by the NCCHC.

Health Authority: The individual delegated the responsibility for the facility's health care services, including arrangements for all levels of health care and the ensuring of quality and accessibility of all health services provided to offenders, usually, in the KDOC system. The Health Authority is assigned to the Health Services Administrators.

Health Care Practitioner (HCP): Individuals who are licensed as a MD, DO, APRN, or Psychiatrist.

Health Care Provider: A doctor, nurse practitioner, health care professional, or health care facility.

Health Information Technology (HIT) committee: An oversight of performance review of hardcopy and EHR systems in all clinical practice areas. This committee is to be co-chaired by the KDOC Chief Information Officer and the DHCC or designees.

Health Resources and Services Administration: A Federal resource administration that guides all human health services.

Health Services Administrator (HSA): A person, who by education, or experience, or certification, is capable of assuming responsibility by arranging for all levels of health care and proving quality and accessibility of all services provided to offenders.

Health Services Report (HSR): Indicates the number of offenders receiving health services by category as well as other pertinent information (e.g. operative procedures, referrals to specialist, ambulance services).

Infirmary: An area established within the confines of a correctional facility in which organized healthcare and services are maintained and operated to accommodate offenders for the express and implied purpose of providing skilled nursing care for persons who are not in need of hospitalization, but require medical provider monitoring and specialized services.

Informed Consent: The agreement by the offender to a treatment, examination, or procedure after the offender receives the material facts regarding the nature of, consequences of, risks of, and alternatives to the proposed treatment, examination, or procedure. The right to refuse treatment is inherent in this concept.

Initial Health Assessment: The first health assessment on an individual who has been out of a KDOC facility greater than 90 days or has not ever been into the KDOC system before.

Internal Management Policy and Procedures (IMPP): The KDOC official written position on particular issues regarding operations and the detail, sometimes in sequence, of how the policy is to be carried out.

Individualized Reintegration Unit (IRU): Designated housing for individuals with a severe & persistent mental illness/serious mental illness who require separate housing with increased medical and mental health services, and who may be actively symptomatic. These individuals are managed by a Multi-Disciplinary Services Team and each individual has a prescribed Behavioral Health Treatment Plan outlining the nature of treatment services that are provided through controlled movement and enhanced management. Treatment is focused on symptom stabilization and skills building.

Juvenile Justice Information Systems (JJIS): An information system that provides juvenile information collection through juvenile correctional facilities, community case management, regional intake and assessment centers, and correctional and program events of other pertinent state and local agencies. JJIS serves as a central source for all juvenile justice information within the state.

Kansas Department of Corrections (KDOC): An agency of the Executive Branch of the State of Kansas responsible for adult and juvenile community, correctional, and parole services.

Kansas Department of Health and Environment (KDHE): An agency of the Executive Branch of the State of Kansas whose mission is to protect and improve the health and environment.

Keep-On-Person (KOP) Medications: Medications that offenders will be given the privilege of being responsible for themselves by order of an HCP.

Medication Assisted Treatment (MAT): Medications such as buprenorphine or methadone used to assist offenders with drug addictions control their cravings for street drugs

Medical Administrative Committees (MAC): A meeting to report and discuss any medical problems and/or unusual incidents once a month with facility administration and contract provider.

Medically Necessary: Services or supplies that are proper and needed for diagnosis, or treatment of a medical condition, are provided for the diagnosis, direct care, and treatment of a medical condition that meets the standards of health care practice in the health care community of a local area; and are not mainly for the convenience of the offender or physician.

Mental Health Treatment: The evaluation and treatment for a mental disorder.

Monitoring Services: The process of ensuring that high-quality health care services are being rendered in the facility by all providers. The monitoring is accomplished by on-site observation and review.

Offender Management Information System (OMIS): A centralized database maintained through the KDOC that pertains to all aspects of an incarcerated individual.

Oral Hygiene: The standard definition includes clinical procedures taken to protect the health of the mouth and chewing apparatus, minimum compliance is met by instruction in the proper brushing of teeth.

Oswego Correctional Facility: A KDOC facility located in Oswego, KS and operated under the direction of the EDCF warden. This facility's current mission is to house offenders with limited ADL.

Outpatient Request (OPR): When a specialty service from an outside provider is deemed necessary by an HCP. This request is processed through the utilization management process and managed by the Regional Medical Director.

Penalty: Monetary sanctions initiated by the KDOC as outlined in the RFP language.

Performance Based Medical Standards (PBMS): A program for agencies and facilities to identify, monitor and improve treatment services provided to incarcerated offenders using national standards and outcome measures.

Performance Bond: A payment to secure performance of the contract, secure payment to those in connection with the proposal, and to ensure the contractor fulfills the terms of the contract.

Performance Guaranty: A security deposit paid by the contractor for goods and services provided to the KDOC.

Pharmacy and Therapeutic Committee: An advisory group composed primarily of staff physicians and the pharmacist which serves as the communication link between the medical staff and the pharmacy. Service is to include representatives of the Department of Correction and the contract.

Physical Therapy: The treatment or management of physical disability, malfunction, or pain by exercise, massage, hydrotherapy, etc., without the use of medicines, surgery, or radiation.

Policy: A written official position on a particular issue related to an organization's operations.

Prison Rape Elimination Act (PREA): An act that mandates increased action and accountability from correctional staff in the prevention and intervention of inmate sexual assaults.

Procedure: Describes in detail, sometimes in sequence, how a policy is to be carried out.

Protocols: Written instructions for physicians and nurse practitioners which have been approved by a state regulatory board or by the responsible health care authority for the prison system.

PULHEX: A system for medical classification rated by a number system for offenders based on the military physical profile systems.

Qualified Health Care Professional: Includes physicians, nurse practitioners, nurses, psychiatrists, and others by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the medical health needs of the offender.

Qualified Mental Health Professional: Includes clinical social workers, psychologists, professional counselors, nurse practitioners, psychiatrists and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of offenders.

Quality Improvement Committee: A multi-disciplinary group of health providers working at the facility (the responsible physician and representatives of other departments) who meet on a fixed schedule to systematically monitor and evaluate the health care services provided.

Release of Information (ROI): A statement signed by the offender authorizing a specified entity to divulge the offender's healthcare information to a different specified entity.

Receiving Screening: A system of structured inquiry and observation designed to prevent newly arrived offenders who pose a health or safety threat to themselves or others from being admitted to the facility's general population and to identify those newly admitted offenders in need of health care. This process is also referred to as initial or intake health screening.

Reception and Diagnostic Unit (RDU): The intake assessment and evaluation units located at either EDCF for men, TCF for women, and KJCC for juvenile offenders.

Release Plan: The offender's proposed treatment, medications, and other important information that needs to be provided to a contact in the community upon the release of the offender.

Request for Proposal (RFP): A solicitation geared towards vendors, delivered from the Kansas Department of Corrections for negotiation of a comprehensive healthcare contract.

Serious Incident: An event, situation, or occurrence which the Serious Incident Review Board Executive Committee considers will expose the Department to liability.

Sick Call: Health care services rendered to an offender with health care complaints that are evaluated and treated during special appointment times.

Specialty Services: Healthcare services, consultations, procedures, or other treatments that require special clinical skills and results in appointments both on-site and off-site with higher level of care providers.

Treatment Plan: A series of written statements that specify the particular course of therapy or treatment and the roles of medical and non-medical personnel in carrying out the current course of therapy or treatment. It is individualized and based on assessment of the individual offender's needs and includes a statement of the short-and-long term goals and the methods by which the goals will be pursued.

Triage: The sorting out and classification of offender health complaints to determine priority of need and proper place of health care.

Treatment Reintegration Unit (TRU): A structured unit for placement of some offenders with Severe and Persistent Mental Illness or Intellectual/Cognitive Disabilities whose symptoms impair their ability to adequately maintain health and welfare in a general population setting. Treatment is focused on skills building with the goal of reintegration into a general population setting.