



## Connecticut Department of Correction Health Services Unit

### Policies and Procedures Manual

Number	J 9.07
Title	OTP: Diversion
Effective Date	5/1/2023

#### Policy:

Connecticut Department of Correction (CTDOC) Health Services Unit (HSU), in partnership with a Vender Opioid Treatment Program (OTP) and the Addiction Treatment Unit (ATU), recognizes the risk of diversion and shall take appropriate measures to reduce the possibility of the diversion of controlled substances from legitimate treatment use.

#### Distribution of Methadone:

- Vendor OTP prepares for dosing. Fingerprint equipment is put out; water cups are prepared. Officer(s) oversees the offenders in the hallway and gives direction for the offenders to hand the officer(s) their ID. After the Officer(s) verifies the ID and picture they give the ID back to the offender to clip onto their shirt. The offender then places their finger on fingerprint scanner to check in. The fingerprint brings up the dosage amount and picture ID in Methasoft. Offender then verbally provides their name, I/M number and dose which is verified in the record. Offenders are instructed to sanitize their hands and then place fingers in their mouth to begin mouth checks. The officer then conducts a premedication mouth check, which consist of exposor of gums, top, bottom and sides. During this time, there is nothing on the counter except the ID and water cup. The nurse verifies the information on Methasoft and the dose is then dispensed. The cup is handed to the offender, water is then taken through the water dispenser outside the dosing window and mouth checks are completed. After medication distribution, the offenders immediately leave the area and return to their unit. After completion of medicating all offenders at the dosing window, the dosing window is closed and secured.
- Vendor OTP prepares any doses for offenders going to court, hospital visits, Restrictive Housing and prescheduled HWH releases.
- Dosing trash, containing cups are removed for disposal per facility guidelines.

#### Distribution of Suboxone:

- The vendor OTP nurse verifies the medication dose and verifies the offender's identity.
- The OTP nurse will then perform a mouth check and verify the dose again prior to removing dose from packaging with gloved hands. The suboxone strip(s) are then dispensed to the offender for sublingual placement.
- Upon receipt of the strips, the offender while being observed by the nurse, will place the strips on opposite sides under their tongue. Only 2 strips can be administered at a time. If a third strip is needed to meet the dose, it will need to be administered after the first 2 strips have completely dissolved. At no time are they to stack or fold the strips. (Failure to comply with this rule will result in disciplinary action and may result in program removal).
- Offender will then close their mouth and take the seat they are directed to by staff. They will sit with their hands flat on their lap. There is no talking and at no time should their hands leave their lap (no touching face, hair, etc.).
- Staff will perform staggered mouth checks while the offenders are dissolving the strips in their mouths. Once sufficient time for the strips to dissolve (approximately 4-10 minutes) has passed, a staff member will conduct mouth checks. They will then take and drink an entire full cup of water and dispose of the cup in the trash provided specifically for this purpose.
- Offenders are instructed to sanitize their hands and then place fingers in their mouth to begin mouth checks. The officer then conducts a premedication mouth check, which consist of exposor of gums, top, bottom and sides.
- The offender will then show the front and the back of their ID and return to their unit.

**Diversion/attempted diversion by an inmate**

- All OTP offenders are given a vendor OTP Client Handbook containing the MOUD procedures and sign the acknowledgement agreeing to abide by all procedures and program rules, including that diversion may result in program removal.
- Any deviations from MOUD procedures may be considered a diversion attempt. Staff will remind the offenders of the proper procedure.
- Any diversion attempts or repeated compliance issues need to be reported to the vendor OTP staff and DOC staff for review and a Mutual Agreement Plan (MAP) will be completed.
- Diversion where the offender is found in possession of the medication after the point that they would have completed taking the medication, shall be documented in the EHR, and custody shall be notified.

**Should there be any discrepancies that cannot be reconciled the following procedures shall be followed:**

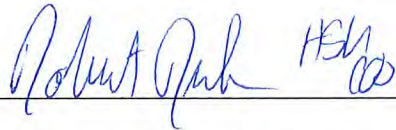
- DOC staff and vendor OTP will be contacted and notified of the incident.
- An incident report in accordance with AD 6.6 Reporting of Incidents will be prepared explaining the discrepancy. The Incident Report Form CN 6604 shall be generated by the staff member who initially reported the loss/suspected loss.
- The Nursing Supervisor/Designee or custody supervisor shall conduct brief interviews with any staff pertinent to the loss and shall direct all parties to complete CN 6605 Supplemental Reports.
- The incident report process in accordance with AD 6.6 Reporting of Incidents will be followed. Proper notifications including outside agencies (Connecticut State Police etc.) and incident reporting through the DOC custody chain of command shall be followed.
- Investigation of the incident will be held in accordance to AD 1.10 Investigations.

**Training:**

- Health Services staff, custody staff and vendor OTP staff shall be trained on all aspects of the Diversion Control Plan. Training will be provided through new staff orientation, OTP medication administration training, and in service training.
- This Diversion Control Plan will be monitored through CQI, reviewed yearly by the OTP Administration Team and reviewed and approved annually by the program sponsor.

Approved:

Robert Richeson, COO

 HSH  
COO

Date:

7/27/23

Sandra Violette, Deputy Warden, Addiction Treatment



Date:

7/27/23