

*Standards Committee Meeting Minutes
143rd Congress of Correction
Gaylord National Harbor Resort
Fort Washington, Maryland
August 9th, 2013*

Members Present:

Brad Livingston, Chair, Texas
James LeBlanc, Vice Chair, Louisiana
Michael Bradley, Florida
Elias Diggins, Colorado
Justin Jones, Oklahoma
Cherry Lindamood, Tennessee
Gary Mohr, Ohio
Gloria Perry, Mississippi
Viola Riggin, Kansas
Michelle Robinette, Oklahoma
Denise Robinson, Ohio
Ramon Rustin, New Mexico
Charles Samuels, Washington DC
Raman Singh, Louisiana
Luis Spencer, Massachusetts
Marge Webster, Puerto Rico
John E. Wetzol, Pennsylvania
Clarence Williams, Kentucky

Members not Present:

Harley Lappin, Tennessee
Bonita Sweeney, Ohio

American Correctional Association Staff:

James A. Gondles, Jr., Executive Director
Jeffrey Washington, Deputy Executive Director
Dr. Elizabeth Gondles, Healthcare Advisor to the ACA President
Kathy Black-Dennis, Director of Standards and Accreditation
Ben Shelor, Deputy Director of Standards and Accreditation
Bridget Bayliss-Curren, Accreditation Specialist
Terry Carter, Accreditation Specialist
Kenya Golden, Accreditation Specialist
John Dowdy, Accreditation Specialist
Christina Randolph, Standards Department Office Manager
Heather Toronjo, Standards Intern

Opening Remarks

Mr. Livingston welcomed the Committee members and guests. Members of the committee, staff, and audience introduced themselves. Mr. Livingston thanked everyone for their attendance and work in preparing for the meeting.

A motion was made to approve the minutes from the Committee's previous meeting in January 2013 in Houston, Texas. The motion was seconded and approved unanimously.

ACA President Epps welcomed the members of the Committee and audience. President Epps thanked the committee for their hard work and recognized the efforts of all present to create, refine, and implement standards that are critically important to the field of corrections.

ACA Executive Director James A. Gondles spoke to the Committee. Mr. Gondles discussed the efforts of the committee member and reminded everyone of upcoming events and the efforts of fellow ACA members and staff in perpetuating the use of standards and other events.

Justin Jones, Chairman of the Commission on Accreditation for Corrections (CAC) then addressed the committee. Chairman Jones relayed the changes in the Commission, thanked the members present, provided an overview of the Commission's activities over the coming days, and thanked the Standards Committee for their input and efforts. Chairman Jones acknowledged the accomplishments of three agencies who would be received accreditation awards at the General Session on Monday morning: the Kentucky Department of Corrections and Louisiana Office of Juvenile Justice for receiving the Golden Eagle Award, and Oriana House (Akron, Ohio) for receiving the Crystal Eagle Award.

Kathy Black-Dennis, Director of Standards and Accreditation, provided an update from the department. She thanked outgoing Accreditation Specialist Kenya Golden (who will be leaving ACA in mid-August) and welcomed incoming Specialist John Dowdy. Mr. Dowdy's background is in Juvenile Justice in Virginia, Maryland, and the District of Columbia. Director Dennis provided updates on the department's activities and efforts since the previous meeting in January 2013. Among such updates/activities are Standards and Accreditation Webinars, which take place on the third Thursday of each month and are presented by the ACA staff. Director Black-Dennis and Deputy Director of Standards and Accreditation, Ben Shelor, provided an update on the status of on-going testing of new editions of standards manuals. These included:

- Adult Local Detention Facilities (ALDF) Healthcare Standards: approved for field testing in January 2013, these standards will be field tested in the following jurisdictions:
 - DeKalb County, Georgia
 - Arlington County, Virginia
 - Third facility to be determined (possibly Alexandria, Virginia)
- Adult Paroling Authorities (APA): the second edition of the APA manual was tested in the spring by United States Army Corrections Command (ACC) and will be tested in the coming weeks by the Kentucky Department of Corrections.
- Juvenile Detention Facilities (JDF): the new edition of the JDF will be tested in two facilities in Indiana, one of which is in Marion County (Indianapolis).

The Committee then addressed the business at hand. Subcommittee reports, definitions, and proposed standards are found on the following pages.

Section 2: Standards Committee Subcommittee Reports

American Correctional Association- Committee on Standards and Accreditation

Physical Plant Standards Subcommittee Update- August 2013

Subcommittee Members:

Gary Mohr, Chairman
Justin Jones
Charles Samuels
Edward C. Spooner

ACA Staff:

Kathy Black-Dennis
Ben Shelor

ACA Physical Plant Standards Subcommittee- 1

Manual: Adult Correctional Institutions (ACI)

Edition: 4th Edition

Standard: 4-4153

Agency/Facility: ACA Physical Plant Standards Subcommittee

Facility Size: N/A

Accredited: N/A

Proposal Type: Revision

Existing Standard:

4-4153 (Revised August 2006): Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones.

Proposal:

4-4153 (New Construction Only- June 2014)

Indoor temperatures for living, programming, and medical areas (excluding Food Preparation areas) shall be maintained between 68 and 78 degrees Fahrenheit.

Comment: Air Conditioning and heating systems will be designed in accordance with standard practices and are calibrated for normal regional temperatures where the facility is located.

Comments:

Name: Physical Plant Standards Subcommittee

Title: N/A

Email: bens@aca.org

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

1-ABC-2C-01

4-ACRS- 4B-03

4-ALDF-1A-20

1-CORE-1A-10

1-CTA-2B-02

ACA Physical Plant Standards Subcommittee- 1 (Continued)

2D-04 (JBC)
2C-01 (JBC)
4-JCF-1A-06
3-JCRF-2C-01
3-JCRF 2D-02
3-JDF-2C-03
3-JDF-2D-03
SJ-043
SJ-047
SJ-048
SJ-049

Action taken by the standards committee:

Approved **Denied** Tabled Referred to:

ACA Physical Plant Standards Subcommittee- 2

Manual: Adult Correctional Institutions (ACI)

Edition: 4th Edition

Standard: 4-4155

Agency/Facility: ACA Physical Plant Standards Subcommittee

Facility Size: N/A

Accredited: N/A

Proposal Type: Revision

Existing Standard:

(Revised August 2004) Segregation units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for segregation units are as follows:

- group yard modules: 15 square feet per inmate expected to use the space at one time, but not less than 500 square feet of unencumbered space
- individual yard modules: 180 square feet of unencumbered space In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be available to the inmates who desire to take advantage of their authorized exercise time.

Proposal:

Segregation units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for segregation units are as follows:

- Group yard modules: 330-square feet of unencumbered space can accommodate two inmates. For each additional 150-square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first inmate, equals the maximum number of inmates which may use the recreation area space simultaneously). No more than five inmates are to use a group module at one time.
- Individual yard modules: 180-square feet of unencumbered space In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be available to the inmates who desire to take advantage of their authorized exercise time.

Comments: Per the instructions from the previous meeting in January 2013, ACA staff was to investigate whether an error was present in the current standard mandating 15 square feet per inmate. It was determined that this figure has been present in ACA manuals since the late 1980s and is not an error. The proposed standard is a combination of the previous revision with an added restriction on the total number of Segregation inmates to use a recreation space simultaneously.

ACA Physical Plant Standards Subcommittee- 2

Name: Physical Plant Standards Subcommittee

Title: N/A

Email: bens@aca.org

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

4-ALDF 5C-04

1-CORE-5C-03

SJ-071

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to:

American Correctional Association- Committee on Standards and Accreditation

Report on Substance Abuse Committee Submissions- August 2013

Dr. Randy Shively

Note: Dr. Shively will address the status of revisions from the Substance Abuse Committee to the Standards Committee during the meeting on August 9th. The Substance Abuse Committee has not submitted any standards for consideration for the 143rd Congress of Corrections and will instead work towards submission of standards and definitions for the Winter Conference in January 2014.

American Correctional Association- Committee on Standards and Accreditation

Report on Electronic Kiosks/Inmate Handbooks- August 2013

Subcommittee Members:

James LeBlanc, Chairman
Ramon Rustin
Denise Robinson
Roger Chute (Juvenile Corrections Committee Representative)

ACA Staff:

Ben Shelor

Subcommittee on Electronic Kiosks/Inmate Handbooks- 1

Manual: Adult Local Detention Facilities

Edition: 4th

Standard: 4-ALDF-2A-27

Agency/Facility: ACA Standards Subcommittee

Facility Size: N/A

Accredited: N/A

Proposal Type: Revision

Existing Standard: 4-ALDF-2A-27: Prior to being placed in the general population, each inmate is provided with an orientation to the facility, which includes at a minimum:

- written materials describing facility rules and sanctions
- explanation of mail and visiting procedures
- explanation of transportation options for visitors
- explanation of grievance procedures
- explanation of all fees, charges, or copayments that may apply
- description of services, programs, and eligibility requirements
- information on how to access medical care
- identification of available pretrial release options

This information is contained in a written handbook that is given to each inmate. The handbook is translated into those languages spoken by significant numbers of inmates.

Comment: None.

Proposal: 4-ALDF-2A-27: Prior to being placed in the general population, each inmate is provided with an orientation to the facility, which includes at a minimum:

- written information describing facility rules and sanctions
- explanation of mail and visiting procedures
- explanation of transportation options for visitors
- explanation of grievance procedures
- explanation of all fees, charges, or copayments that may apply
- description of services, programs, and eligibility requirements
- information on how to access medical care
- identification of available pretrial release options

This information is provided to inmates in a written and/or electronic format. If the inmate handbook is provided electronically, inmates in segregation are provided the information in a written format so that their access to the information is not impeded by their custody status. The handbook is translated into those languages spoken by significant numbers of inmates.

Comment: The use of electronic kiosks is allowed as a means of providing the inmate handbook. Agencies using such kiosks should implement strategies to allow access to this information by general population inmates without interference by facility staff without a valid security-related reason. Inmates who are unable to read and write should be assisted through case management services provided by the facility.

Subcommittee on Electronic Kiosks/Inmate Handbooks- 1 (Continued)

Comments: The subcommittee revised the language of the original submission by clarifying the intent of the standard and the need for reasonable access by inmates of all custody levels. New language in the comment encourages the use of case management services for inmates who are unable to understand the inmate handbook.

Name:

James LeBlanc, Chairman
Ramon Rustin
Denise Robinson
Roger Chute (ACA Juvenile Corrections Committee)
Ben Shelor (ACA Staff Representative)

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

1-ABC-3C-02
ACI 4-4284
4-ACRS-3A-05
1-CORE-2A-15
1-JBC-5A-05
4-JCF-3B-01
3-JCRF-3D-04-2
3-JDF-3C-03
1-JDTP-3C-05
SJ-188

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

American Correctional Association- Committee on Standards and Accreditation

Report on the National Incident Management System (NIMS)- August 2013

Subcommittee Members:

James LeBlanc
Michael Bradley

ACA Staff:

Ben Shelor

After discussion by the Subcommittee, it was decided that no standard would be proposed to include NIMS, but that the subcommittee would determine appropriate standards and manuals in which to include incident management. The subcommittee will submit such a standard for consideration in January 2014 in Tampa, Florida.

American Correctional Association- Committee on Standards and Accreditation

Healthcare and Orientation Services Translation Subcommittee- August
2013

Subcommittee Members:

Dr. Raman Singh
Ramon Rustin

ACA Staff:

Ben Shelor

Healthcare and Orientation Services Translation Subcommittee- 1

Manual: Adult Correctional Institutions (ACI)

Edition No: 4th

Standard No: 4-4344 (MANDATORY)

Agency/Facility: Colorado Department of Corrections

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Upon arrival at the facility, all offenders are informed about how to access health services and the grievance system. This information is communicated orally and in writing, and is conveyed in a language that is easily understood by each offender.

Proposal: Upon arrival at the facility, all offenders are informed about how to access health services and the grievance system. This information is communicated orally in a language that is easily understood by each offender. The information is translated in writing into the languages spoken by significant numbers of inmates.

Comments: This change is consistent with other standards in the ACI manual where there is a requirement for written translation of materials. The standard would require the material be translated orally in a language the offender can understand, but would only require the material to be translated in writing when there are a significant number of offenders that speak the language. For instance, if there is a significant number of offenders that speak and understand Spanish, then the material would be translated in writing in that language. However, if there is only one offender that speaks Vietnamese, then the material would not have to be translated in writing. The information would be translated orally to the offender in a language the offender understands.

Submit Name: Tami Williams

COMMENTS:

Healthcare and Orientation Services Translation Subcommittee- 2

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

This revision would affect other manuals with a language requirement.

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: Healthcare Committee

This proposed revision was tabled and sent back to the Healthcare Committee. The Committee will determine new language and submit for consideration in January 2014 in Tampa, Florida.

American Correctional Association- Committee on Standards and Accreditation

Report on Juvenile Probation and Aftercare Services- August 2013

Subcommittee Members:

Denise Robinson
Caleb Asbridge (Juvenile Corrections Committee Representative)

ACA Staff:

Ben Shelor

Report on Juvenile Probation and Aftercare Services- 1

Manual: Juvenile Probation and Aftercare Services (JPAS)

Edition: 2nd Edition

Standard: JPAS 2-7101

Agency/Facility: Kentucky Department of Juvenile Justice

Facility Size: System

Accredited: Yes (Golden Eagle)

Proposal Type: Revision

Existing Standard:

JPAS 2-7101: Written policy and procedures require a minimum of monthly person-to-person contact between field staff and juveniles in placement other than their own homes and with the person(s) responsible for the care of the juveniles in placement, unless under interstate compact supervision. When the private placement facility is at least 500 miles (round trip) from the base station, bi-monthly person-to-person contact is required. Telephonic contact between the probation office and the juvenile in placement, as well as, the placement authority must be made at least twice during the month the juvenile will not be visited.

Comment: The agency's responsibility for supervision of juveniles and for ensuring that their care and program needs are being met requires regular contact with the juveniles and those who are sharing responsibility for their care and supervision.

Proposal:

Written policy and procedures require a minimum of monthly contact, of which one per quarter must be person-to-person, between field staff and juveniles in placement other than their own homes and with the person(s) responsible for the care of the juveniles in placement, unless under interstate compact supervision. Two telephonic contacts or one video conferencing contact between the probation office and the juvenile in placement, as well as the placement authority, must be made during the month the juvenile will not be visited.

Comment: The agency's responsibility for supervision of juveniles and for ensuring that their care and program needs are being met requires regular contact with the juveniles and those who are sharing responsibility for their care and supervision.

Comments: Considering today's budget constraints many states are facing, it doesn't appear to make sense that we do not take advantage of the technology at our disposal. This revision would save funds while not compromising youth treatment. If the Committee feels the revision offered is too stringent, I would welcome other revisions to the standard that lessens the requirement for monthly in person contacts.

Name: Kevin T. Warford

Title: Quality Assurance Branch Manager

Email: kevint.warford@ky.gov

Report on Juvenile Probation and Aftercare Services- 1

FOR ACA STAFF USE ONLY- ACA File No. 2013-024

The above proposed revision, addition, or deletion would also affect the following manuals:

None

Action taken by the standards committee:

Approved Denied Tabled **Referred to: Juvenile Corrections Committee/Community Corrections Committee**

This revision will be brought before the Juvenile Corrections Committee (Caleb Asbridge) and Community Corrections Committee (Denise Robinson) for consideration and creation language that maintains the spirit of the standard and incorporates modern technology and practices. ACA staff will coordinate the efforts of each committee and bring forward a standard for consideration in January 2014 in Tampa, Florida.

Section 3: Standards Definitions for Consideration

Manual: All

Edition: All

Standard: Definition of “Arrival”

Agency/Facility: American Correctional Association

Facility Size: N/A

Accredited: N/A

Proposal Type: Definition

Existing Standard: None

Proposal: Arrival: the act of entering and orienting to the correctional facility before the assignment of temporary or permanent housing or sleeping arrangements.

Comments: Current ACA manuals do not include a definition of “arrival”, a phrase that has caused significant confusion amongst both auditors and facilities. Differing definitions of “arrival” have led some facilities to delay certain screening and orientation activities contrary to the intent of the standards. Vague interpretations of “arrival” can jeopardize the health and wellbeing of inmates in the facility by risking exposure to illness or lack of information in the case of emergency.

Name: Ben Shelor

Title: Deputy Director, Standards and Accreditation

Email: bens@aca.org

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

All

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

This proposed standard was referred for consideration an input by the following committees for consideration in January 2014:

- 1) Healthcare Committee
- 2) Adult Local Detention Committee
- 3) Adult Corrections Committee
- 4) Juvenile Corrections Committee
- 5) Coalition of Correctional Health Authorities (CCHA)

Manual: All

Edition: All

Standard: Definition of “Escape” vs. “Absconders”

Agency/Facility: American Correctional Association

Facility Size: N/A

Accredited: N/A

Proposal Type: Definition

Existing Standard:

Absconder: a juvenile who fails to report for probation or aftercare supervision or an escapee or runaway from a juvenile placement.

No definition currently exists for “Escapes”.

Proposal:

Absconder: an individual who fails to report for probation, parole, or aftercare supervision or leaves supervision of correctional or assigned staff.

Escape: the act of breaking free of confinement or control from inside, or in the custody of, a correctional facility.

Comments: Current ACA manuals do not include a definition of “escape” and limit the term “absconder” to the juvenile field. Some adult facilities (especially community corrections entities) use the term “absconders” for those who do not return from assignment. Confusion and differences in terminology have created inconsistencies in data received by ACA on facility Outcome Measures (OM) and Significant Incident Summaries (SIS).

Name: Ben Shelor

Title: Deputy Director, Standards and Accreditation

Email: bens@aca.org

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

All

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

Manual: All
Edition: All
Standard: Definition of “weapon”
Agency/Facility: American Correctional Association
Facility Size: N/A
Accredited: N/A
Proposal Type: Definition

Existing Standard:

No definition currently exists for “weapons”.

Proposal:

Weapons: objects or materials used by correctional staff or law enforcement officers that are capable of rendering substantial or serious bodily harm or pain to inmates or those under correctional supervision.

Comments: The need for a definition of a “weapon” arose from a previously proposed revision for an Adult Community Residential Services (ACRS) standard relating to possession and use of weapons inside the facility. Various agency definitions of the term “weapon” created confusion and inconsistency amongst auditors and facilities.

Name: Ben Shelor

Title: Deputy Director, Standards and Accreditation

Email: bens@aca.org

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

All

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: Standards Subcommittee

This proposed definition is to be reviewed and refined by a Standards Subcommittee representing various areas and consisting of Denise Robinson (Community Corrections), Michele Robinette (Local Detention), and Luis Spencer (Adult Corrections). The Subcommittee will work with other ACA committees and resources to submit a definition for consideration in January 2014.

Manual: All

Edition: All

Standard: Definition of “Inter-system” and “Intra-System” transfers

Agency/Facility: American Correctional Association

Facility Size: N/A

Accredited: N/A

Proposal Type: Definition

Existing Standard:

Intersystem transfers: transfers from one distinct correctional system to another.

Intra-system transfers: transfers from facility to facility within a correctional system. This only applies to contractual relationships if the contracting agency is ACA accredited.

Proposal:

Intrasystem- transfers between facilities in the same governing jurisdiction.

Intersystem- inmates who enter the facility from an outside jurisdiction.

Comments:

Name: Ben Shelor

Title: Deputy Director, Standards and Accreditation

Email: bens@aca.org

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

All

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

Manual: All
Edition: All
Standard: Definition of “Youthful Offender”
Agency/Facility: American Correctional Association
Facility Size: N/A
Accredited: N/A
Proposal Type: Definition

Existing Standard:

Youthful Offender: person under the age of criminal majority in the jurisdiction in which he or she is confined.

Proposal:

Youthful Offender: person under the age of criminal majority in the jurisdiction in which he or she is confined that has been charged and/or sentenced as an adult.

Comments: According to ACA standards, individuals under the age of criminal majority that are charged as juveniles should not be held in adult facilities (ACI 4-4306). The term Youthful Offenders pertains to those under the age of criminal majority but who are legally held in adult facilities due to the nature of their charge(s).

Name: Ben Shelor
Title: Deputy Director, Standards and Accreditation
Email: bens@aca.org

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

All

Action taken by the standards committee:

Approved Denied Tabled Referred to: _____

Section 4: Proposals for Standards Revision

American Correctional Association- Committee on Standards
143rd Congress of Corrections
August 9, 2013
Prince George's County, Maryland

Key:

Manual: *Manual in which the change is being proposed*

Standard No: *Standard to which the change is being proposed*

Agency /Facility: *Agency or facility submitting the proposed change*

Facility Size: *Size of the agency/facility proposing the change*

Proposal Type: *Type of proposal (addition of a new standard, deletion of the current standard, revision of the current standard, or clarification of the existing standard or comment)*

Existing Standard: *The standard printed in the manual or Supplement as it currently stands. For example:*

Blacked-out text *indicates text in the existing standard that has been removed in the proposal.*

Proposal: *The proposed change to the existing standard. For example:*

Highlighted Text *indicated new or revised wording to the existing standard in the proposal.*

Comments: *Comments from the field regarding the proposed revision. These comments generally indicate whether the commenting entity agrees or disagrees with the revision.*

FOR ACA STAFF USE ONLY

The above proposed revision, addition, or deletion would also affect the following manuals:

None: *Which other manuals will be affected by the proposed change*

Action taken by the standards committee: *Action taken by the committee, including approval of the proposed revision, denial of the revision, tabling of the revision for further consideration, or referral of the proposed revision to another ACA committee for assistance.*

Approved Denied

Tabled

Referred to: _____

**American Correctional Association- Committee on Standards
143rd Congress of Corrections
August 9, 2013
Prince George's County, Maryland**

Contents:

ACA File Number	Standard	Type	Page
1) ACA File No. 2013-025	ACI 4-4360	Revision	3
2) ACA File No. 2013-026	ACI 4-4485	Deletion	5
3) ACA File No. 2013-027	ACI 4-4085-1	Addition	6
4) ACA File No. 2013-028	ACI 4-4082	Revision	7
5) ACA File No. 2013-029	ACI 4-4389(M)	Revision	10

Manual: Adult Correctional Institutions

Edition: 4th Edition

Standard: 4-4360

Agency/Facility: Louisiana Correctional Institute for Women

Facility Size: 1,100

Accredited: Yes

Proposal Type: Revision

Existing Standard: Routine and emergency dental care is provided to each offender under the direction and supervision of a licensed dentist. There is a defined scope of available dental services, including emergency dental care, which includes the following:

- a dental screening upon admission by a qualified health care professional or health trained personnel
- a full dental examination by a dentist within 30 days
- oral hygiene, oral disease education, and self-care instruction are provided by a qualified health care provider within 30 days
- a defined charting system that identifies the oral health condition and specifies the priorities for treatment by category is completed
- consultation and referral to dental specialists, including oral surgery is provided, when necessary

Proposal: Routine and emergency dental care is provided to each offender under the direction and supervision of a licensed dentist. There is a defined scope of available dental services, including emergency dental care, which includes the following:

- a dental screening (excluding intra-system transfers) upon admission by a qualified health care professional or health trained personnel
- a full dental examination (excluding intra-system transfers) by a dentist within 90 days
- oral hygiene, oral disease education, and self-care instruction are provided by a qualified health care provider within 30 days
- a defined charting system that identifies the oral health condition and specifies the priorities for treatment by category is completed
- consultation and referral to dental specialists, including oral surgery is provided, when necessary

Comments: Without these changes, I read this as if a dental screening as well as a full blown dental examination by a dentist is required within 30 days of all the transfers. ACI, 4-4362 is about medical screening and that specifically excludes intra - system transfers so this change will bring this dental screening / examination standard in conformity with that as well as with the medical examination standard (4-4365). Otherwise, every time an offender is transferred within DOC, he will shall require a dental examination within 30 days. I am sure that is not ACA's intent. With this change, there will be a dental screening and a subsequent dental examination within 30 days upon the intake to the system and after that follow up will be done based on the clinical indications. 4-4362 Intake medical screening for offenders, excluding intra-system, commences upon the offender's arrival at the facility and is performed by health-trained or qualified health care personnel. All findings are recorded on a screening form approved by the health authority. The screening includes at least the following:

Name: Karen Ambeau-Bess

Title: Director of Nursing/ACA Healthcare Auditor

Email: kbess@corrections.state.la.us

COMMENTS:

John Holtz

State Accreditation Manager, Florida Department of Corrections

“Concur that 4360 should mirror 4365.”

FOR ACA STAFF USE ONLY- ACA File No. 2013-025

The above proposed revision, addition, or deletion would also affect the following manuals:

Action taken by the standards committee:

Approved

Denied

Tabled Referred to: _____

This proposed revision was approved AS AMMENDED by the Standards Committee. The 30 day requirement for full dental examinations will remain in effect, but the phrase (excluding intra-system transfers) will be added to the standard. Therefore, the standard approved will read as follows:

ACI 4-4360 (Mandatory)

Routine and emergency dental care is provided to each offender under the direction and supervision of a licensed dentist. There is a defined scope of available dental services, including emergency dental care, which includes the following:

- a dental screening (excluding intra-system transfers) upon admission by a qualified health care professional or health trained personnel
- a full dental examination (excluding intra-system transfers) by a dentist within 30 days
- oral hygiene, oral disease education, and self-care instruction are provided by a qualified health care provider within 30 days
- a defined charting system that identifies the oral health condition and specifies the priorities for treatment by category is completed
- consultation and referral to dental specialists, including oral surgery is provided, when necessary

Manual: Adult Correctional Institutions

Edition: 4th Edition

Standard: 4-4485

Agency/Facility: United States Army Corrections Command

Facility Size: N/A

Accredited: Yes

Proposal Type: Deletion

Existing Standard: Written policy, procedure, and practice provide for interaction with the community through recreation activities.

Proposal: Deletion of Standard 4-4485.

Comments: Facilities normally have numerous interaction activities with the community through religious activities, job fairs and other re-entry programs, and other activities. With increased security requirements and background checks it is difficult to get true recreational activities into a facility, especially maximum security facilities. Interaction through recreation is not as important as other activities listed above.

Submit Name: David Haasenritter

Title: Assistant Deputy

Email: david.k.haasenritter.civ@mail.mil

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2013-026

The above proposed revision, addition, or deletion would also affect the following manuals:

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

This proposed revision was amended by the standards committee. Instead of deleting 4-4485, the committee altered the wording of the standard by deleting “recreation” and replacing it with “various”. Therefore, the standard now reads as follows:

ACI 4-4485

Written policy, procedure, and practice provide for interaction with the community through various activities.

Manual: Adult Correctional Institutions

Edition: 4th Edition

Standard: 4-4085-1

Agency/Facility: United States Army Corrections Command

Facility Size: N/A

Accredited: Yes

Proposal Type: Addition

Existing Standard: None.

Proposal: Written policy, procedure, and practice provide that all direct care staff receive blood-borne pathogen training annually.

Comments: OSHA requires blood-borne pathogen training for personnel where occupational exposure exists. This required training is not listed in any ACI standard.

Submit Name: David Haasenritter

Title: Assistant Deputy

Email: david.k.haasenritter.civ@mail.mil

COMMENTS:

Tami Williams

Accreditation Administrator, Colorado Department of Corrections

“There is already a standard (4-4354) that requires offenders and staff to be trained communicable and infectious disease. That training is inclusive of blood-borne pathogens. There is no need for an additional standard. Standard 4-4354 is a mandatory standard so any revisions to the standard should have careful consideration. Another factor for consideration is that OSHA does not recognize state agencies in some states. Example, OSHA does not recognize state agencies in the state of Colorado. Therefore, the Colorado Department of Corrections does not fall under OSHA guidelines.”

FOR ACA STAFF USE ONLY- ACA File No. 2013-027

The above proposed revision, addition, or deletion would also affect the following manuals:

Action taken by the standards committee:

Approved

Denied

Tabled

Referred to: _____

Manual: Adult Correctional Institutions

Edition: 4th Edition

Standard: 4-4082

Agency/Facility: United States Army Corrections Command

Facility Size: N/A

Accredited: Yes

Proposal Type: Revision

Existing Standard: Written policy, procedure, and practice provide that all new full time employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program should include instruction in the following:

- the purpose, goals, policies, and procedures for the facility and parent agency
- security and contraband regulations
- key control
- appropriate conduct with offenders
- responsibilities and rights of employees
- universal precautions
- occupational exposure
- personal protective equipment
- bio-hazardous waste disposal
- an overview of the correctional field.

Proposal: Written policy, procedure, and practice provide that all new full time employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program should include instruction in the following:

- the purpose, goals, policies, and procedures for the facility and parent agency
- security and contraband regulations
- key control
- appropriate conduct with offenders
- responsibilities and rights of employees
- universal precautions
- occupational exposure
- blood-borne pathogens
- personal protective equipment
- bio-hazardous waste disposal
- an overview of the correctional field

Comments: OSHA requires blood-borne pathogen training at the time of initial assignment for task where occupational exposure may take place and at least annually thereafter. This required training is not listed in any ACI standard.

Submit Name: David Haasenritter

Title: Assistant Deputy

Email: david.k.haasenritter.civ@mail.mil

COMMENTS:

Tami Williams

Accreditation Administrator, Colorado Department of Corrections

“There is no need to add blood-borne pathogens to this standard as it is already covered. There is already universal precautions, occupational exposure, and personal protective equipment in this standard. These all have to do with blood-borne pathogens. Also see comment to 4-4085-1.”

FOR ACA STAFF USE ONLY- ACA File No. 2013-028

The above proposed revision, addition, or deletion would also affect the following manuals:

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____

Manual: Adult Correctional Institutions (ACI)

Edition: 4th Edition

Standard: 4-4389 (Mandatory)

Agency/Facility: American Correctional Association

Facility Size: N/A

Accredited: N/A

Proposal Type: Revision

Existing Standard: Designated correctional and all health care staff are trained to respond to health-related situations within a four-minute response time. The training program is conducted on an annual basis and is established by the responsible health authority in cooperation with the facility or program administrator and includes instruction on the following:

- recognition of signs and symptoms, and knowledge of action required in potential emergency situations
- administration of basic first aid
- certification in cardiopulmonary resuscitation (CPR) in accordance with the recommendations of the certifying health organization
- methods of obtaining assistance
- signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal
- procedures for patient transfers to appropriate medical facilities or health care providers
- suicide intervention

Proposal: Designated correctional and all health care staff are trained to respond to health-related situations within a four-minute response time. The training program is conducted on an annual basis and is established by the responsible health authority in cooperation with the facility or program administrator and includes instruction on the following:

- recognition of signs and symptoms, and knowledge of action required in potential emergency situations
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- certification in cardiopulmonary resuscitation (CPR) in accordance with the recommendations of the certifying health organization
- methods of obtaining assistance
- signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal
- procedures for patient transfers to appropriate medical facilities or health care providers
- suicide intervention

Certification in CPR is completed in accordance with the recommendations of the certifying health organization.

Comments: This standard has caused significant confusion because the certifying health organization (the American Red Cross) recommends that CPR training occur every two years, not on an annual basis. Because CPR was included as a bullet under the annual training requirement, some agencies and auditors were conflicted as to how often to provide the training.

Submit Name: Ben Shelor

Title: Deputy Director, Standards and Accreditation, ACA

Email: bens@aca.org

COMMENTS:

FOR ACA STAFF USE ONLY- ACA File No. 2013-029

The above proposed revision, addition, or deletion would also affect the following manuals:

1-ABC-4E-29
4-ACRS-4C-04
4-ALDF-4D-08
1-CORE-4D-05
1-HC-2A-14
4-JCF-4C-54
3-JCRF-4C-15
1-TC-3A-03
SJ-145

Action taken by the standards committee:

Approved **Denied** Tabled Referred to: _____