|  |  |  |
| --- | --- | --- |
| department of health servicesDivision of Care and Treatment ServicesF-01622 (10/2021) |  | state of wisconsin |
| **OARS RECORDS CHECKLIST** |
| **To:** |       |
| Inmate Name (Last, First, MI) | DOC Number | Date of Birth (mm/dd/yyyy) | Date of Request |
|       |       |       |       |
| The Opening Avenues to Reentry Success (OARS) program has enrolled the above-named inmate. Please send the records listed below. Not all inmates will have all of the records listed. “F” forms are from stays at WRC/WWRC. See the attached signed authorization forms allowing the disclosure of these records to the DHS OARS contracted case management provider.The DOC does not assess copying fees for providing the record sets described in this request letter. Remember to redact any victim sensitive information included in any of these records. Indicate which records are being sent by checking the corresponding checkbox and then send these records to the designated DHS OARS contracted case management agency identified in the authorization forms.  |
| **Health Services Unit Medical Chart** |
| **Before WRC EHR April 12, 2021** | **EHR DHS Connect-After April 12, 2021** |
| [ ]  DOC Electronic Healthcare Records (EHR) |  |
| [ ]  Problem List (DOC-3020): Most recent |  |
| [ ]  WRC Biopsychosocial Problem List (F-00879): Most recent | DHS Connect-Diagnosis and Problems List |
| [ ]  Diabetes Treatment Care Plan (DOC-3439): Most recent |  |
| [ ]  Primary Care-Initial Physical Exam (F-00578A)  | DHS Connect-WRCprimarycareInitialExam/Admission note Physician/Admission note Physician/Title-date |
| [ ]  Initial Entrance Screening (F-25644A) | DHS Connect-Admission Nursing Assessment (Powerform) |
| [ ]  Dyskinesia Identification (F-24214B): Most recent | DHS Connect-Adhoc Forms-Dyskinesia Identification System |
| [ ]  Nursing Progress Note (DOC-3021): Most recent six months |  |
| [ ]  Progress Notes-Primary Care (F-00578) Most recent six months | DHS Connect-WRC Primary Care Progress Note/Primary Care-(type) Progress Note-date |
| [ ]  Psychiatric Progress Note (DOC-3021B): Most recent six months |  |
| [ ]  Psychiatric Report – Admission (F-20556) | DHS Connect-WRC Psychiatric Admission Report/Admission note psychiatric |
| [ ]  Nursing Report – Update Note (F-01790) |  |
| [ ]  Psychiatric Progress Note (F-20556D): Most recent six months | DHS Connect-WRC Psychiatric Admission Report/Psychiatric Progress note |
| [ ]  Psychiatric Report (DOC-3496): Initial Psychiatric Report and most recent 6 months of follow-up reports |  |
| [ ]  Clinical Encounter – Nursing Report (F-01480) |  |
| **Health Services Unit Medical Chart** |
| **Before WRC EHR April 12, 2021** | **EHR DHS Connect-After April 12, 2021** |
| [ ]  General Medical and Psychiatric Discharge Checklist; **prior to discharge** from WRC/WWRC (F-21271) | DHS Connect-WRC Discharge Instructions/Discharge Summary/Discharge instructions OR Psychiatric Report-Discharge note/Free text note/Dis DHS Connect-WRC Discharge Instructions/Discharge Summary/Discharge instructions OR Psychiatric Report-Discharge note/Free text note/Discharge Summary/Psychiatric report-Discharge Note charge Summary/Psychiatric report-Discharge Note |
| [ ]  Patient Assessment (DOC-3394): Most recent 12 months |  |
| [ ]  Patient Medication Profile (DOC-3034): Current/most recent incarceration: Most recent 6 months |  |
| [ ]  Discharge Medication Request (DOC-3397): Most recent |  |
| [ ]  Discharge Medication/Treatment (F-01276): Most recent | DHS Connect-Pharmacy Dispense Medication/Discharge Summary/Pharmacy Dispense Medication-date |
| [ ]  Medication Administration Record (F-24019E): Most recent 6 months |  |
| [ ]  AVATAR – Nursing Staffing Note (F-20557): Most recent 12 months | DHS Connect-Progress note section-staffing note |
| [ ]  AVATAR – WRC Nursing Progress Notes (F‑20457ii): Most recent 12 months | DHS Connect-Free text note/Nursing Progress note-subject of note |
| [ ]  AVATAR – Nursing Protocols Encounter (F‑01236) | DHS Connect-Adhoc Form/Sick Call |
| [ ]  AVATAR – Vitals Report (F-01237) | DHS Connect-Adhoc Forms/iview and/or appropriate task associated note documentation |
| **Psychological Services Unit Record** |
| **Before WRC EHR April 12, 2021** | **EHR DHS Connect-After April 12, 2021** |
| [ ]  DOC Electronic Healthcare Records (EHR) |  |
| [ ]  Sex Offender Assessment Report (DOC-1577): Initial and follow-up assessments | DHS Connect-Reports and Testing /SOTE |
| [ ]  Psychological Assessment Report (F-25666): Most recent | DHS Connect-Reports and Testing/ Psychological Assessment Report |
| [ ]  Mental Health Screening Interview – TCI (DOC‑3472A): Most recent |  |
| [ ]  Mental Health Screening Interview (DOC-3472): Most recent |  |
| [ ]  Psychological Services Clinical Contact (DOC‑3473): Most recent six months | DHS Connect-Psychological Services Notes |
| [ ]  General Population Treatment Plan (DOC-3663): Most current | DHS Connect-Staffing Note/Treatment Plan WRC |
| [ ]  Psychiatric Progress Note – TCI (DOC-3021C): Most recent six months |  |
| [ ]  Psychological Services Report (DOC-223): Most recent six months |  |
| [ ]  MSMU Treatment Plan (DOC-3632): Most current |  |
| [ ]  AVATAR – STAR (Dual Diagnosis/AODA) Psychiatric Report – Admission (F-20556) | DHS Connect-Provider/Psychiatric Report-Admission/WRC Psychiatric Admission Report/Admission Note Psychiatric/Psychiatric Report-Admission-date |
| [ ]  AVATAR – Assessment Packet - Admission Psychology (F-21506): Most recent | DHS Connect-Admission Assessment Psychology/BH Assessment Note/Admission Assessment Psychology PowerForm |
| **Psychological Services Unit Record** |
| **Before WRC EHR April 12, 2021** | **EHR DHS Connect-After April 12, 2021** |
| [ ]  AVATAR – Assessment Packet - Admission Social Services (F-21506A): Most recent | DHS Connect-Admission/Social Worker Adhoc Social Service Initial Assessment Part 1&2 |
| [ ]  AVATAR – Treatment Learning Plan / Release / Transfer Summary (F-25596C) | DHS Connect-Treatment Plan WRC/Staffing note/TLP/RTS-DOC/RTS-Community (as appropriate) |
| [ ]  AVATAR – Specialized Care Plan (F-01613) | DHS Connect-Specialized Care Plan PowerForm and DynDoc |
| [ ]  AVATAR – All WRC Progress Note (F-20457i) Most recent three months | DHS Connect-Free text/Social Services Progress note/Optional if appropriate: .swWRCadmin Reason for Referral Specifics or .swWRCdoc Transfer to DOC Progress note or .swWRCindtx WWRCIndividual therapy note or .swWRCmonthly Social Worker Progress Note or .swWRCreturn to TCI/REECC/MWCC or .swWRCunittounit SW Transfer |
| **Psychological Services Unit Record – AODA Envelope** (DOC-3740 Male/DOC-3740A Female) |
| **Before WRC EHR April 12, 2021** | **EHR DHS Connect-After April 12, 2021** |
| [ ]  DOC Electronic Healthcare Records (EHR) |  |
| [ ]  AODA Co-signed WRC Progress Notes (when applicable) | DHS Connect-Free text note/ BH AODA note/SURPH individual note or STAR individual Note |
| [ ]  AODA (Residential/Strength) Discharge Summary: Most current | F-02017 PSU OOA scans to DHS Connect-WRC SUD Program Discharge Summary-date |
| [ ]  AODA (Residential/Strength) Evaluation documents (contact AODA treatment staff if applicable) | F-02418 PSU OOA scans to DHS Connect-SUD Programming Inmate Evaluation Treatment-date |
| [ ]  Strength Program Release and Relapse Prevention Plan (contact AODA treatment staff if applicable) | F-02550 PSU OOA scans to DHS Connect-WRC Successful STAR Program Behavior Plan-date |
| [ ]  Program Behavior Contract (DOC-3741) | DHS Connect-BH AODA note/ WRC SUD Program Behavior Contract |
| [ ]  Earned Release Program Discharge Summary – Short (DOC-3742) | DHS Connect-BH AODA note/ STAR Program Discharge summary |
| [ ]  Earned Release Program Discharge Summary – Long (DOC-3743) |  |
| [ ]  Program Discharge Summary General (DOC-3474) |  |
| [ ]  Programming Client Evaluation (DOC-3475) | DHS Connect-BH AODA note/ SUD Programming inmate Eval: Treatment |
| [ ]  Programming Client Evaluation Security (DOC-3476) | DHS Connect-BH AODA note/ SUD Programming Inmate Eval: Unit Staff |
| [ ]  Programing Initial Interview (DOC-3747) | DHS Connect-BH AODA note/ WRC SUD Program Initial Interview |
| [ ]  | DHS Connect-BH AODA note / WRC STAR Program Participation Agreement |
| [ ]  | DHS Connect-BH AODA note / WRC SUD Program Participation Agreement |
| [ ]  | DHS Connect-BH AODA note WRC STAR Program Behavior Plan |
| [ ]  | DHS Connect-BH AODA note AODA/SUD Treatment Plan |
| **Social Services Confidential File** |
| **Before WRC EHR April 12, 2021** | **EHR DHS Connect-After April 12, 2021** |
| [ ]  DOC Electronic Healthcare Records (EHR) |  |
| [ ]  Presentence Investigation (PSI) (if available)(Found in SS File, Compas, or MyDOC) |  |
| [ ]  Probation Social Investigation (DOC-179) |  |
| **Social Services File** |
| **Before WRC EHR April 12, 2021** | **EHR DHS Connect-After April 12, 2021** |
| [ ]  Classification-Initial A&E (ICCR 200): Most recent |  |
| [ ]  Classification Review Summary (ICCR 204): Most recent |  |
| [ ]  Adult Conduct Report (DOC-9): Most recent six months |  |
| [ ]  Governing Judgment of Conviction (JOC) |  |
| [ ]  Release Plan Information (DOC-0745) Most current |  |
| If you have any questions, please contact the DHS OARS Program Specialists. |
| Sincerely, |
|  |
| OARS Management Team |