



**Memorandum of Understanding**

Between

**Vermont Department of Corrections**

And

**Vermont Department of Health**

August 2018

**Table of Contents**

**I. Purpose.....3**

**II. Principles.....3**

**III. Roles and Processes.....3-5**

**IV. Effective Date and Modifications.....5**

**V. Points of Contact.....5**

**VI. Appendix.....6**

## **I. Purpose**

The Vermont Department of Health and the Department of Corrections are entering into this Memorandum of Understanding to establish a system for providing HIV Oral Fluid Tests to the incoming inmate population in all DOC facility locations:

- Northern State Correctional Facility (NSCF) – Newport, Vermont
- Southern State Correctional Facility (SSCF) -- Springfield, Vermont
- Northwest State Correctional Facility (NWSCF) -- Swanton, Vermont
- Northeast Correctional Complex (NECC) – St. Johnsbury, Vermont
- Chittenden Regional (CRCF) – South Burlington, Vermont
- Marble Valley Regional Correctional Facility (MVRCF) –Rutland, Vermont

## **II. Principles**

This Memorandum is to be implemented in accordance with the following principles:

### **A. Scope**

The scope of this Memorandum is to outline how the DOC and VDH will cooperate to provide HIV testing and results to inmates in the custody of DOC.

### **B. Common Interest**

VDH and DOC desire to cooperate to effectively identify, treat, and contain infection with HIV.

## **III. Roles and Processes**

The VDH shall submit invoices on a quarterly basis that include itemized services rendered (total number of tests performed at a rate of \$14.00 per test) during the billing period to the Health Services Administrator at the DOC. The DOC will reimburse the VDH, via an interdepartmental transfer to business unit code 03420, for the total invoiced cost.

### **A. DOC will:**

- As part of its “Initial Healthcare Receiving Screening,” completed upon intake, offer confidential opt-out HIV Oral Fluid testing to all individuals admitted to DOC custody.
- Offer HIV Oral Fluid testing to inmates requesting the screening
- Offer HIV Oral Fluid testing to inmates returning to incarceration.

- At each of the six (6) DOC facilities, send test specimens weekly, or as frequently as they are obtained, in cases where sites might not be testing on a weekly basis, to the VDH Laboratory via FedEx. (The sites return the specimens in the packaging supplied by the VDH which has address, shipping label and postage paid via mail, rather than by FedEx.)
- Provide all non-reactive test results to inmates.
- For all reactive test results, provide VDH with a blood sample to perform confirmatory testing.
- Upon discharge planning, identify if the inmate has a pending HIV testing result.
- If an inmate has a pending HIV test result, obtain identifying information and consent from the inmate and provide it to VDH so that VDH can deliver results to the individual.
- Provide the VDH with an initial list of key contacts for all named facilities and the DOC's contracted provider of correctional healthcare services.
- As needed, notify the VDH of any key staffing changes at DOC or the DOC's contracted provider of correctional healthcare services within 10 business days, and provide new contact information as necessary.
- As needed, participate in a quarterly deliverables review meeting with VDH.

**B. VDH will:**

- Coordinate on-going/as needed HIV Oral Fluid Test collection training/technical assistance for DOC's contracted provider of correctional healthcare services.
- Provide HIV Oral Fluid Test kits, return shipping labels, and specimen packaging materials to the Regional Office of the DOC's contracted provider of correctional healthcare services for disbursement to all six (6) correctional facilities.
- Provide HIV confirmatory test for all reactive specimens.
- Provide results via fax within one week of receipt of the test specimens.
- Provide a monthly summary report by facility that includes the total number of tests submitted and number of positive results to the DOC Health Services Administrator and DOC Director of Nursing, as well as the VP of Operations and Statewide Medical Director of the DOC's contracted provider of correctional healthcare services.
- Deliver all new positive test results to inmates within 5 business days of result receipt.
- In the case that the inmate has been released from DOC custody, use best efforts to locate the former inmate (based upon location information provided by DOC),

provide the HIV-positive results, and attempt to link the former inmate to appropriate medical care within 90 days of specimen collection.

- When applicable, provide the appropriate post-test counseling and referral services to all newly-identified HIV positive inmates.
- As needed, notify the DOC of any key staff changes within 10 business days and provide new VDH contact information.
- As needed, participate in a quarterly deliverables review meeting with DOC.

**C. VDH and DOC will:**

- Meet as needed to review progress on these activities and make adjustments as needed.

**IV. Effective Date and Modifications**

This MOU shall take effect on the date it is signed by VDH and DOC representatives ("Effective Date"). This MOU shall be reviewed annually or as deemed necessary by VDH and DOC and may be altered by the mutual written agreement of both. This MOU will otherwise remain in effect and may be terminated by either VDH or DOC within 30 days of a written notice.

**V. Points of Contact**

At the time of this MOU, the following will serve as the main points of contact between the named departments:

**DOC point of contact:**

Jacqueline Rose, MPH  
Health Services Quality Assurance and Contract Compliance Administrator  
(802) 879-2406, [Jacqueline.rose@vermont.gov](mailto:Jacqueline.rose@vermont.gov)

**VDH point of contact:**

Megan Stoeckel  
Financial Administrator III  
(802) 651-1670, [Megan.Stoeckel@vermont.gov](mailto:Megan.Stoeckel@vermont.gov)

DOC and VDH may provide notice to the other party to re-establish points of contact at any time without requiring written modification of this MOU.

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Lisa Menard, Commissioner  
Vermont Department of Corrections

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Date

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Mark Levine, Commissioner  
Vermont Department of Health

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Date

**VI. Appendix**

None