



ADMINISTRATION / Update

From the Administrative Rules Program

Below is the list of status changes made to DOC administrative rules since 12/21/2022.

PROPOSED RULES:

291-124 Health Services

- Amends rule to establish circumstances in which the Department of Corrections will provide medically acceptable durable medical equipment (eyeglasses, medical prostheses, and hearing aids) at state expense, to adults in custody, and procedures concerning the provision of repair and maintenance of that equipment; to provide clarification that the free copy of medical records for AIC aren't subject to the same timeframes as public records requests; and to change the name of the Medication Assisted Treatment program (MAT) to Medications for Opioid Use Disorder (MOUD) and remove reference to "pilot".
- Last day to provide comments: 2/16/2023

PERMANENT RULES:

291-026 Contracts and Governmental Agreements

- Repealed for a rewrite per DOJ to correct conflicts and provide clarification to the procurement process. Will replace with new rules (Divisions 159 and 160).
- Effective 1/1/2023

291-159 DOC Procurements for Institutions and Administration

- Amended to meet DOJ requirements and to make the procurement process clearer for procurement staff and others.
- Effective 1/1/2023

291-160 DOC Procurements for Operational Support and Adult in Custody Programs

- Amended to meet DOJ requirements and to make the procurement process clearer for procurement staff and others.
- Increases purchase limit for some opportunity buys and some institution purchases.
- Effective 1/1/2023

291-164 Purchasing

- Repealed for a rewrite per DOJ to correct conflicts and provide clarification to the procurement process. Will replace with new rules (Divisions 159 and 160).
- Effective 1/1/2023

Rulemaking comments must be provided to the DOC Rules Coordinator in writing at the address in the rulemaking notice. Communications submitted should be limited to providing comments on only one division and topic per communication. Do not include multiple divisions and topics in one communication, they will be returned. DOC notices and rules are available for review and copies in the AIC law library.

Proposed, temporary, and permanently adopted rules are available for review in the AIC Legal Library. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form", to R. Polk, Library Coordinator.

AICs in special housing units may access copies of proposed rules and permanently adopted rules for review by asking the housing unit officer. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form", to R. Polk, Library Coordinator.

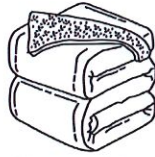
Proposed rules will be copied free of charge. If you want a personal copy of a permanently adopted rule, there will be a charge for the copy.

Comments on proposed rules may be submitted by AIC communication or letter to: J. Vaughn, Rules Coordinator, DOC Rules Office.

/s/ J. Vaughn, DOC Rules Coordinator



SECURITY



Blanket Exchange

Attention E-Block Dwellers:

E-Block Blanket Exchange will start Monday, January 2, 2023, ending on Tuesday, January 31, 2023, and will go as follows:

For those AICs with jobs, blankets can be exchanged during scheduled shower times *only*, and for AICs without jobs, blankets can be exchanged during mainline showers on Tuesdays and Fridays only.

Again, this is a one-for-one blanket exchange, so bring your dirty blankets with you to get clean ones.

/s/ J. Hernandez, Clothing Room Sergeant

ACTIVITIES



Lifers Club Punch Card Refunds

Punch cards associated with the Lifers' club at OSP have been discontinued. As a result, the Department is providing refunds to AICs who purchased a punch card and have unredeemed credits.

AICs who have unredeemed credits remaining on their Lifer's punch card may submit an AIC communication addressed to the OSP Activities Manager, Mr. Powers, by January 15, 2023.

AICs must also include the following details in their communication:

- o Date Lifers' punch card was purchased (date will appear on trust account statement)
- o Original purchase amount
- o Amount owed

After careful review, a disposition letter will be sent to each AIC who submitted a legitimate Lifers' punch card detailing next steps. Be advised in the event a punch card is submitted for a refund that was not purchased appropriately, AICs will be held accountable.

IMPORTANT: AICs that are seeking a refund for their Lifers punch card--do not attach the punch card to the requested AIC communication. After communications and information requested are received, AICs with

Lifers' punch cards will be scheduled to come to the Activities section on a call pass to turn in their Lifers' punch card directly to one designated Activities staff.

AICs may address questions to the OSP Activities Manager, Mr. Powers.

/s/ C. Fhuere, OSP Superintendent

COMMISSARY



News, Updates and Reminders

News:

The below item will be added to the commissary order form:

Highland Gouda Spread 8 oz. for only \$2.05

Price Reduced - while supplies last:

Funyuns now \$1.25

Discontinued items:

Atomic Fireballs

Banana Chips

Raw Almonds, Mr. Natural

Discontinued-Replacement items:

Crest Toothpaste discontinued and replaced with

Colgate Toothpaste with Baking soda, 6 oz. \$4.36

The following items will be discontinued once inventory is depleted:

Almond Joy Candy Bar

Skor Candy Bar

Urban Street Lotion

Soda tickets will only be credited if an AIC has been transferred to a different facility. The AIC has 30 days from the date of transfer to submit an AIC Communication Form requesting a credit from the Commissary where the soda tickets were purchased. You must include the unused soda ticket(s) and a receipt as proof of purchase. The receipt may not be more than 90 days old from the date of the request. Commissary will not issue credit for damaged tickets or issue credit if the soda machine takes your ticket without dispensing a soda. The use of the soda machine is at your own risk.

/s/ S. Jurgensmeier, Dist. Services NWC Manager

HEALTH SERVICES



Alzheimer's Patients in Our Prisons

Taken from "How to Manage the Alzheimer's Patients in Our Prisons" by Jaime Todd, MBA, LNHA.

As our population ages, we need to recognize how to help those that suffer with Dementia and Alzheimer's. Those that suffer could be our friend, cellie or family member.

The start of Alzheimer's or dementia is slow. Signs and symptoms start with confusion and forgetfulness. But as the disease gets worse they become unable to perform routine daily activities like bathing and dressing. They can experience behavior changes like agitation and anger. Good, clear communication by

others is the key to helping these individuals with Alzheimer's or dementia avoid frustration and achieve comfort. Speaking to them with R-E-S-P-E-C-T not only helps them but you.

R=Reassure

With constant reassurance, they will feel safer and can pay better attention. Address by name and introduce self as often as needed in a soft tone.

E=Environment

Create and maintain a relaxing setting to reduce the disruption. One way to do this is to turn off any radios and/or televisions. This will help to keep the patient relaxed throughout the day.

S=Specify

Using small, simple words and sentences will decrease confusion. Asking yes/no questions will help them to better understand. If they do not understand, then repeat the question.

P=Prepare

Often they will resist activities of daily living (changing clothes, brushing teeth, eating). Give one-step instructions to complete before beginning the next job.

E=Encourage

Listen closely and give your undivided attention to what is being said or asked. Make sure to smile often. Confusion can add to their problems with communicating.

C=Check yourself

Ask, offer, suggest, and encourage their participation in decision making regardless of how confused they may be.

T=Thank

If you treat them with respect, you will have a better bond. This will help them to become more comfortable with you and help them gain confidence and trust in you.

When others help to make effective communication a priority, they create an environment that lets the individual be more independent, less agitated, and more comfortable. This allows improved effort, ability, and desire to communicate from our friends and family impacted by these illnesses.

/s/ C. Coffey, Medical Services Manager

COUNSELING SERVICES

ICH Unit Peer Companion Position Announcement

We believe that AICs who have proven to be successful in the prison community can provide a valuable resource to peers within that community. By listening to and mentoring peers who are struggling

with various disabilities, Peer Companions can help teach them how to more effectively and productively manage their own responses to their environment.

Mental Health Special Housing has one Peer Companion position open on the Intermediate Care Housing (ICH) unit. The Individual selected for this position will report to the ICH unit, yard, and/or treatment lounge for their shifts. We are looking for motivated, responsible individuals who have the willingness to work with both our elderly and special needs population. It is important for Unit Peer Companion candidates to behave in a manner that is respectful, safe, confidential, and honest; modeling patience, respectful communication, and the following of all unit and institution rules.

ICH Unit Peer Companions will have specific shifts and are responsible for assisting unit staff, QMHPs and treatment staff in ensuring that identified AICs housed on the ICH are getting their basic and daily needs met, which helps to improve their functioning and improve their overall quality of life while incarcerated.

Duties may also include escorting individuals to appointments, assisting individuals in groups, guiding or accompanying individuals who have difficulty walking or who are resistant to engaging in activities outside of their cells to activities in the day room, treatment lounge, or out for ICH yard time.

Please submit an application AIC Communication Form to Tyann Etzel, ICH Program Manager, if you are interested. Applications will be accepted until this position is full. To be eligible, you must be an incentive Level 2 or higher and have clear conduct for at least one year; it is preferred that you have one or more years left on your sentence.

/s/ T. Etzel, BHS Manager



RELIGIOUS SERVICES

Memorial Service Announcement

There will be a Memorial Service in the Chapel for Charles Williams on Wednesday, January 25, 2023, at 1:15 pm. If you would like to come up and pay your respects, send us an AIC Communication and we will place you on a callout. There are already about 40 men who have indicated that they would like to attend.

D. Stahlnecker, Chaplain





Mainline		Week at a Glance					
Monday 1/16/23		Tuesday 1/17/23	Wednesday 1/18/23	Thursday 1/19/23	Friday 1/20/23	Saturday 1/21/23	Sunday 1/22/23
Week 4	BREAKFAST <u>Ham & Cheese Muffin</u> Oatmeal - 1.00 CP Canned Fruit - 0.50 CP *Pork Ham (Sod, Chl) - 2.00 OZCKD Sliced Cheese (Sfa) - 1.00 SLC English Muffin (Sfa, Chl) - 1.00 EA Hashbrowns (Sfa) - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>Breakfast Burrito</u> Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Scrambled Eggs (Sfa, Chl) - 0.33 OZCKD Sliced Cheese (Sfa) - 1.00 SLC English Muffin (Sfa, Chl) - 1.00 EA Hashbrowns (Sfa) - 0.75 CP Skim Milk - 16.00 FLOZ Flour Tortilla - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ	<u>Beef Hash</u> Multigrain Hot Cereal - 1.00 CP Canned Fruit - 0.50 CP Beef Hash (Sod, Chl) - 1.00 CP Wheat Toast - 2.00 SLC Margarine (Sfa) - 1.00 TBS Ketchup - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>Scrambled Eggs w/Cheese</u> Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Scrambled Eggs (Sfa, Chl) - 0.50 CP Wheat Toast - 2.00 SLC Shredded Cheese (Sfa, Chl) - 2.00 TBS Wheat Toast - 2.00 SLC Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>Waffles</u> Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Waffles (Sod) - 2.00 EA Peanut Butter (Sfa) - 3.00 TBS Maple Syrup - 2.00 FLOZ Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>Bacon & Eggs</u> Canned Fruit - 0.50 CP Scrambled Eggs (Sfa, Chl) - 0.33 CP *Pork Bacon (Sfa, Sod, Chl) - 3.00 Fried Potatoes (Sfa) - 0.75 CP Wheat Toast - 2.00 SLC Jelly - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>Hot Cereal, Egg & Breakfast Pastry</u> Farina - 1.00 CP Fresh Fruit - 1.00 EA, Hard Boiled Egg (Sfa, Chl) - 1.00 EA Breakfast Pastry (Sfa, Chl) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA SLC
Week 4	LUNCH <u>Hot Dogs & Potato Salad</u> Potato Salad (Sfa, Chl) - 0.75 CP Hot Dog (Sod, Chl) - 2.00 EA Wheat Hoagie Roll - 1.00 EA Green Beans - 0.75 CP Ketchup - 1.00 TBS Mustard - 1.00 TBS Mayonnaise - 1 TBS Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Martin Luther King Day</u> Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Fried Egg Cheeseburger-1 EA Tater Tots-4 OZ Hot Vegetable-75 CP Ketchup-2 TBS Mayonnaise-1 TBS Red Velvet Cake-1 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Deli Sandwich & Soup of the Day</u> Split Pea Soup - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod, Chl) - 1.00 EA Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA	<u>Taco Salad</u> Taco Salad with Meat - 1.00 SV Seasoned Beans - 0.75 CP Shredded Cheese (Sfa, Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Spanish Rice - 0.75 CP Tortilla Chips - 2.00 OZ Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Grilled Cheese Sandwich & Tomato Soup</u> Tomato Soup (Sod) - 10.00 FLOZ Grilled Cheese Sandwich on Wheat (Sod, Sfa) - 2.00 EA Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Fish Sticks w/ Tartar Sauce</u> *Soup of the Day (Sod, Chl) - 10.00 FLOZ Fish Sticks (Chl) - 4.00 EA Tartar Sauce (Sod) - 2.00 FLOZ Scalloped Potatoes (Sod) - 0.75 CP Macaroni Salad (Sod) - 0.75 CP Carrots - 0.75 CP Breadstick - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Roast Pork Loaf</u> Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ *Roast Pork Loaf (Chl, Sfa) - 3.00 OZCKD Scalloped Potatoes (Sod) - 0.75 CP Broccoli - 0.75 CP Breadstick - 1.00 EA Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ
Week 4	DINNER <u>Cajun Meatloaf</u> Beet Salad (Sod) - 0.75 CP Cajun Meat Loaf (Chl, Sfa) - 1.00 EA Brown Rice - 0.75 CP Cauliflower - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	<u>Chicken Bacon Ranch Salad</u> Chicken-Bacon-Ranch Salad (Chl) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sfa, Chl) - 2.00 TBS Salad Dressing (Sfa, Sod) - 2.00 FLOZ Carrots - 0.75 CP Breadstick - 1.00 EA Fruit Bar (Sfa, Sod, Chl) - 1.00 EA Tea - 8.00 FLOZ	<u>Spaghetti w/Meat Sauce</u> Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Meat Sauce (Chl, Sfa) - 0.75 CP Spaghetti - 0.75 CP Broccoli - 0.75 CP French Bread - 1.00 SLC Garlic Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	<u>Pizza Night</u> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Vegetable Soup (Sod) - 10.00 FLOZ Pizza (Choice) (Sod, Chl, Sfa) - 1.00 EA Brownie (Sfa, Chl) - 1.00 EA Tea - 8.00 FLOZ	<u>Chicken Teriyaki</u> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Teriyaki (Chl) - 0.50 CP White Rice - 0.75 CP Stir-Fry Vegetables - 0.75 CP Japanese Milk Roll - 1.00 EA Gelatin & Whip Topping - 0.50 CP Tea - 8.00 FLOZ	<u>Hamburger & Tater Tots</u> Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Beer Patty (Chl, Sfa) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP *Wheat Burger Bun (Sfa, Chl) - 1.00 EA Green Beans - 0.75 CP Tater Tots (Sod) - 4.00 OZCKD Ketchup (Sod) - 2.00 TBS Tea - 8.00 FLOZ	<u>Burritos</u> Burrito Meat - 1.00 SV Refried Beans - 0.50 CP Shredded Cheese (Sfa, Chl) - 2.00 TBS Lettuce Salad - 1.00 CP Spanish Rice - 0.75 CP Salsa (Sod) - 0.25 CP Wheat Tortillas (Sfa, Sod) - 2.00 EA Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ

Menu is subject to change without notice. Appropriate food substitutions are approved by a Dietitian.
*Items contain or may contain pork. Meat-Alternative Trays are available at lunch and dinner only.

Sod = High Sodium Sfa = High Saturated Fat Chl = High Cholesterol Sug = High Sugar

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