

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: COORDINATION OF HEALTH CARE

CATEGORY: MEDICAL SERVICES

Policy

The purpose of this policy is to ensure juveniles have adequate access to health care, the Idaho Department of Juvenile Corrections (IDJC) will designate a [Facility Health Authority \(FHA\)](#) for each region within the IDJC to include the regional facility. The FHA will be responsible for health care services coordination pursuant to written agreement, contract, or job description.

It is therefore the policy of the IDJC that the Registered Nurse Manager at each IDJC facility is designated as the FHA for their region.

Operating Procedures

I. Health Care Coordination Within the IDJC Facilities

A. Administrative

1. Health care services are discussed on an as needed basis between the FHA, Superintendent, and treatment team members. Collaborations, decisions, and medical treatment plans are documented in the Electronic Medical Record (EMR). Pharmacy statistical data is made available upon request of members of the IDJC Leadership Team.
2. Administrative Meetings are held bi-annually. Minutes or summaries are kept and retained for reference. Copies are made available and reviewed by all appropriate personnel.
3. Health staff meetings occur regularly to address pertinent health care issues. Minutes or summaries are kept and retained for reference and copies are made available and reviewed by all health staff.
4. Statistical reports of health services are made at least quarterly. They are provided to the Superintendent and others, as appropriate, and are used to monitor trends in the delivery of health care.
5. Health staff members do not write juvenile disciplinary reports.

B. Facility Health Authority

1. The FHA approves the staffing plan. A sufficient number of health staff of varying types provides juveniles with adequate and timely evaluation and treatment consistent with the national standards of care.
2. The adequacy and effectiveness of the staffing plan are assessed by the facility's ability to meet the health needs of the juvenile population.
3. The FHA ensures the medical clinic meets compliance of IDAPA 23.01.01, Rules of the Idaho Board of Nursing and follows clinical guidelines and national standards of care, as agreed and set forth by contracted medical providers.
4. The FHA oversees the licensed medical staff that works within the IDJC facility. They also monitor the staff scheduling and assure that a sufficient number of health care staff, including contract providers, are available to provide adequate and timely evaluation and treatment. Health care staff are subject to the same security regulations as other facility employees.
5. The FHA is the IDJC privacy officer of juvenile Protected Health Information (PHI). They maintain confidentiality of juvenile medical records in accordance with federal and state laws including Health Insurance Portability and Accountability Act (HIPAA).

C. Communication on Patients Health Needs

Communication occurs between the facility administration and treating health care professionals regarding juveniles' significant health needs that must be considered in classification decisions in order to preserve the health and safety of that juvenile, other juveniles, and staff.

1. Rehabilitation staff are advised of juveniles' special health needs that may affect housing, work, and program assignments; disciplinary measures; and admissions to and transfers from institutions.
2. Licensed medical staff and rehabilitation staff communicate about juveniles with special needs conditions that may include but is not limited to the following: chronically ill, on dialysis, communicable disease that require special housing or isolations, physically disabled, pregnant, frail, terminally ill, mentally ill, suicidal, developmentally disabled, vulnerable to manipulation, requiring protection from physical or sexual abuse, hearing or vision impaired, requiring medical devices or appliances, and requiring medical supplies.

D. Housing

1. The IDJC ensures that juveniles are housed, work, study, recreate, and receive health care in a clean, safe, and healthy environment.
2. The facility will have adequate first aid kits and medical emergency packs used for juvenile outings. The contents of the first aid kits and packs are inspected by the medical department, or designee.
3. In the event it is determined that a hazardous environment exists, the FHA, in collaboration with the Superintendent, or designee, may restrict access and determine further action.

E. Continuity of Care

All aspects of care are coordinated and monitored from commitment to release.

1. Medical provider treatments are based on the best available evidence-based guidelines and are implemented in a timely manner.
2. Deviations from standards of practice are clinically justified, documented, and shared with the juvenile.
3. Diagnostic tests are reviewed by the provider in a timely manner.
4. Treatment plans are modified as clinically indicated by diagnostic tests and treatment results.
5. Treatment plans, including test results, are shared and discussed with the juveniles.
6. When juveniles are referred for outside care, an off-site consultation form will accompany them with written information about the juvenile and the specific medical issue to be addressed.
7. Juveniles are seen by licensed medical staff upon return from a hospitalization, urgent care, or emergency department visit to ensure proper implementation of discharge orders and to arrange appropriate follow-up.
8. Recommendations from specialist consultations are reviewed and acted upon by the provider in a timely manner. If changes in treatment are clinically indicated, justification for the alternative treatment plan is documented and shared with the juvenile.
9. Chart reviews of the EMR are done twice a year to ensure that appropriate care is ordered and implemented and coordinated by all health staff, including medical, dental, mental health, and nursing.

- II. Juvenile Medical Care While in a Contract Provider Facility Placement
 - A. The FHA will assist the IDJC Quality Improvement Team with the health portion of IDAPA rule reviews for contract facilities.
 - B. The FHA will maintain a copy of medical records sent from contract facilities in the EMR.
 - C. The FHA will authorize non-routine medical/dental care for juveniles at contract placements. Requests are submitted for review utilizing the Contract Provider Off-Site Medical Services Request (DJC-225) form.
- III. Decision Making for Medical Care
 - A. Medical and mental health judgments rest with a designated contract medical provider licensed in the state of Idaho pursuant to a written contract. The contracted medical provider may include medical doctors (MD), dentists (DDS/DMD), optometrists (OD), licensed nurse practitioners (NP), and/or certified physician assistants (PA-C). The PA-C must work under the direction of an MD.
 - B. Health decisions and their implementation are completed in an effective and safe manner. Medical decisions and actions regarding health care services provided to juveniles are the sole responsibility of qualified health care professionals. All medical providers are subject to the same security regulations as IDJC employees and health care is not compromised for security reasons.
 - C. Contract medical and mental health providers and other community health professionals are ultimately responsible for the health care of juveniles committed to the IDJC. The final clinical judgements for medical and mental health rests with the contract health care providers. Rehabilitation staff support the implementation of clinical decisions.

Reference: [Glossary of Terms and Acronyms](#)
 [IDAPA 23.01.01, Rules of the Idaho Board of Nursing](#)
 [National Commission on Health Care Standards](#)
 [NCCHC Standards for Health Services in Juvenile Detention and](#)
 [Confinement Facilities Y-E-09: Continuity, Coordination, and Quality](#)
 [of Care During Incarceration](#)

Desk Manual(s): *None*

Related Policies: [Access to Medical Care \(801\)](#)
 [Health Information/Privacy \(843\)](#)

Related Forms: [Contract Provider Off-Site Medical Services Request \(DJC-225\)](#)