

Chapter: Health Screening and Examination	Effective Date: 4/15/17
Title: Immunizations	Page: 1 of 1
	Replaces: HHS.35.10, 7/15/11

(a) **Standard.**

Youth in Texas Juvenile Justice Department halfway houses receive immunizations and boosters as needed to meet the requirements of state law.

(b) **Procedures.**

- (1) The **nurse coordinator for health services (NCHS)** reviews a youth's immunization record at the time of the youth's admission and documents any follow-up needs on the [Admission Assessment and Medical File Review form, HLS-103](#).
- (2) The **institution nurse** or the **NCHS** sets electronic health record (EHR) reminders for needed immunizations.
- (3) The **human services specialist** or a **juvenile correctional officer**:
 - (A) takes the youth to the local health department/clinic or to the assigned institution infirmary for immunizations and boosters, as required; and
 - (B) if the youth receives an immunization at the local health department/clinic, requests a receipt and files it in the Daily Health Records Binder behind the [Treatment and Intervention Record, HLS-505](#).
- (4) The **institution nurse**:
 - (A) records the immunization in the Texas Immunization Registry system (ImmTrac);
 - (B) prints a revised copy of the ImmTrac record;
 - (C) scans the record into the EHR, discarding the previous copy in the EHR; and
 - (D) if immunization information has changed, updates the [Halfway House Intake Health Screening and Notification form, HLS-102](#), by crossing through the current information, adding the new information, and initialing and dating the entry.

Note: The HLS-102 form is used for informational purposes by halfway house staff and is not required to be scanned into the EHR each time updates are made since all current information has been saved in the EHR.
