

Chapter: Personnel	Effective Date: 4/15/17
Title: Responsibilities of the Health Services Administrator	Page: 1 of 2
	Replaces: HHS.15.25, 7/15/11

(a) **Standard.**

The health services administrator (HSA) provides consultation and guidance to a designated Texas Juvenile Justice Department (TJJD) halfway house and directly supervises the nurse assigned to that halfway house.

(b) **Procedures.**

The **HSA:**

- (1) visits the designated TJJD halfway house quarterly to review youth health activities and participate in problem solving as needed;
- (2) ensures a registered nurse visits the halfway house at least once every two weeks;
- (3) receives and reviews Facility Nurse Visit Reports every two weeks, identifies trends and potential problems, and collaborates with the superintendent to develop corrective action plans as needed;
- (4) notifies the medical provider of medication errors reported by halfway house staff, obtains physician instructions and/or signatures on Medication Error Reports as indicated, notifies the human services specialist (HSS) or juvenile correctional officer of instructions/orders by scanning and emailing the completed report back to the halfway house, and sends copies of the report to the University of Texas Medical Branch Correctional Managed Care (UTMB-CMC) youth services program manager for nursing and compliance and to the assigned TJJD regional nurse manager;
- (5) provides recommendations as needed based upon Facility Nurse Visit Reports or information provided by the nurse or appropriate halfway house staff;
- (6) reviews all emergency room visits, completes the *Review of Off-Site Care (Emergency Room Transfers)* form within three working days following the incident, and provides the form to the provider at the next scheduled provider visit at the assigned institution;
- (7) meets monthly with the superintendent or designee, the HSS, and the TJJD regional nurse manager to discuss quality improvement monitoring, in accordance with [HHS.90.05](#);
- (8) participates monthly in the Halfway House Health Services Administrative Committee and completes the Halfway House Health Services Administrative Committee Report, a copy of which is scanned and emailed to the superintendent and the TJJD regional nurse manager; maintains a copy of the report in the HSA's office at the assigned institution; and forwards the original report to the UTMB-CMC youth services program manager for nursing and compliance;
- (9) informs the superintendent immediately if there is a serious risk to a youth's health;
- (10) reports any suspected or alleged abuse, neglect, or exploitation of a youth in compliance with [GAP.07.03](#), which includes immediate notification by telephone to the Incident Reporting Center and immediate written notification to the superintendent, and informs the UTMB-CMC youth services program manager for nursing and compliance of all notifications;
- (11) submits time sheets for contract employees;

- (12) includes halfway-house duties in annual performance reviews of nurses assigned from an institution;
and
 - (13) reports activities, problems, and resolutions as required by this manual.
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