

Chapter: Pharmaceutical and Medical Supplies	Effective Date: 12/1/13
Title: Transfer of Medication upon Release/Transfer/Discharge	Page: 1 of 2
ACA: 3-JCRF-4C-28	Replaces: HHS.30.27, 7/15/11
Statutes: N/A	

(a) **Standard.**

Medication is provided upon transfer, release, or discharge from the halfway house to promote continuity of care.

(b) **Procedures.**

(1) **Transfer within TJJD Facilities.**

(A) Notify the nurse of the transfer date at least seven workdays in advance.

Person Responsible: **Human Services Specialist (HSS)**

(B) If a youth is going to a secure facility, place all remaining medication and the medication administration record (MAR) in a large manila envelope labeled with the youth's name, TJJD number, and the word "medication".

Person Responsible: **HSS**

(C) If a youth is going to another halfway house, follow (B) above and request the assigned institution clinic to order a 30-day supply of medication to be sent directly to the receiving halfway house. The medication order should be submitted to the pharmacy on the date of the transfer.

Person Responsible: **HSS/Institutional Nurse**

(D) Document all actions taken in (B) and (C) above on the Treatment and Intervention Record, [HLS-505](#), including any contacts made with the assigned institution clinic staff, the name and amount of all medication sent (e.g., number of pills), and where medications were sent.

Person Responsible: **HSS**

(E) Document the transfer of medication on the Transfer of Medication form, [HLS-735](#), including the name of the person receiving the medication. Verify the medication count with the transporter, keep a copy of the HLS-735, and provide the original form to the transporter.

Person Responsible: **HSS**

(2) **Referral to TJJD Contract Placement.**

(A) Notify the assigned institution clinic at least seven workdays before the transfer so a 30-day supply of medication can be ordered and received at the current halfway house placement before the youth's departure. Document all contacts on the HLS-505 form.

Person Responsible: **HSS/Institutional Nurse**

(B) Follow steps (E)-(F) above.

Person Responsible: **HSS**

(3) **Release to a Home Placement or Discharge from TJJD.**

(A) Notify the nurse of the release date at least seven workdays in advance.

Person Responsible: **HSS**

- (B) Notify the psychiatrist, if applicable, of the release and obtain written orders for any required follow-up care when necessary.
Person Responsible: **Nurse**
 - (C) If youth is on psychotropic or other medications, order a 30-day supply of medication from the CMC Central Pharmacy. Label as *Discharge Medications*.
Person Responsible: **Nurse**
 - (D) Notify the parent/guardian to verify the mailing address and inform him/her that medication delivery will require his/her signature.
Person Responsible: **Superintendent or designee**
 - (E) Mail discharge medication and a Medication Follow-Up letter, [HLS-200a](#), to the youth's home via overnight delivery so the medication will arrive before the youth arrives. Retain a copy of the tracking number.
Person Responsible: **HSS**
 - (F) Document the disposition of medications on the [HLS-505](#) form by listing the name of the medication, the amount of medication (e.g., number of pills), and where medications were sent.
Person Responsible: **HSS**
 - (G) Scan the HLS-505 form into the EMR.
Person Responsible: **Nurse**
 - (H) If medication does not arrive at the halfway house before the youth's departure, contact the assigned health services administrator (HSA) to initiate a plan of action.
Person Responsible: **HSS/Juvenile Correctional Officer/HSA or designee**
 - (I) If a youth does not have an approved home, mail the medication to the youth's parole officer via overnight delivery.
Person Responsible: **HSS**
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