

Chapter: Health Screening and Examination	Effective Date: 10/15/14
Title: Intake Screening/Admission Procedures	Page: 1 of 4
ACA: 3-JCRF-4C-09	Replaces: HHS.35.05, 6/15/14

(a) **Standard.**

- (1) The human services specialist (HSS) or juvenile correctional officer (JCO) conducts an intake health screening of all youth admitted or re-admitted to a halfway house, including youth returning from jail or from temporary admission to an institution.
- (2) The HSS or JCO notifies the assigned health services administrator (HSA) and halfway house staff of any special health care needs.
- (3) A nurse reviews each screening and arranges referrals to medical, dental, psychiatry, and/or nursing providers as needed.

(b) **Procedures.**

(1) **Intake Screening/Admission and Notification Procedures.**

- (A) When a youth is admitted to the halfway house, complete the following steps as soon as possible, but no later than four hours after arrival.

Note: If there are extenuating circumstances beyond the HHS/JCO's control that prohibit completion of the admission process within four hours after arrival, the **HHS/JCO**:

- completes (i) and (ii) below,
 - notifies the HSA or designee of the youth's admission and any immediate health needs, and
 - documents the notification and reason for the extenuating circumstances in an email to the superintendent.
- (i) Review the youth's transfer medical packet, which includes the Medical Discharge Summary from the sending institution.
Person Responsible: HSS/JCO
 - (ii) Check the transfer medical packet to see whether the following are included:
Person Responsible: HSS/JCO
 - (I) prescribed medication and a paper copy of the corresponding Medication Administration Record(s) (MAR); and
 - (II) a Special Diet Order: Medical form, [NFS-190](#).
 - (iii) Orient the youth to health services in a language easily understood by the youth (primary language), as designated on the CCS 007 screen, and document signatures and date on the Halfway House Youth Orientation to Health Services form, [HLS-106/HLS-106sp](#), in accordance with [HHS.10.05](#). File the HLS-106/HLS-106sp in the daily health record binder in the youth's individual section to be scanned by the institution nurse.
Person Responsible: HSS/JCO

- (iv) Complete the Halfway House Intake Health Screening and Notification form, [HLS-102](#), by:
Person Responsible: HSS/JCO
 - (I) interviewing the youth;
 - (II) reviewing the transfer medical packet;
 - (III) signing the HLS-102 and entering the date and time;
 - (IV) providing the HLS-102 to the superintendent for review and signature;
 - (V) sending the HLS-102 to the HSA or designee at the assigned infirmary by email/scan for review and signature; and
 - (VI) filing the original HLS-102 in the daily health record binder in the youth's individual section until the youth's release from the halfway house.
 - (v) Notify a youth coming into the halfway house directly from the community that he/she is placed on activity restriction until cleared by a medical provider. If the youth refuses the physical examination, the activity restriction will continue until the physical examination has been completed.
Person Responsible: HSS/JCO
 - (vi) If the youth has a chronic medical condition or is on medical alert, flag the individual youth section of the daily health record binder with an orange sheet of paper for chronic condition and a blue sheet for medical alert.
Person Responsible: HSS/JCO
 - (vii) Provide the food services staff/cook with a copy of the [NFS-190](#) form provided by the sending institution for immediate implementation, if applicable. (The transfer medical packet includes an NFS-190 form from the sending facility, and the Medical Discharge Summary notes that the youth is on a special medical diet.)
Person Responsible: HSS/JCO
 - (viii) If the youth arrives at the halfway house with medication and a prepared MAR, place the prepared MAR in the daily health record binder to be used as a reference and begin medication administration at the prescribed time, documenting in the Pharmacy Replacement System (PRS). Store medications in the secure medication storage area.
Person Responsible: HSS/JCO
- (B) Contact the institution nurse, HSA, or designee as soon as possible after admission, if any of the following apply:
Person Responsible: HSS/JCO
- (i) the youth is returning to the halfway house directly from jail and is currently taking prescribed medication (or was prescribed medication when he/she left the halfway house for jail);
 - (ii) the medication supply transported with the youth is not sufficient to last until the scheduled appointment with the medical and/or psychiatric provider;
 - (iii) free-world medication is brought with the youth; and/or
 - (iv) the youth is prescribed a special medical diet and needs an updated Special Diet Order: Medical form, NFS-190.

- (C) When notified of the information outlined in (b)(1)(B) above, complete the following as soon as possible:
- (i) set a reminder in the Electronic Medical Record (EMR) to schedule the youth for a physical examination if applicable;
Responsible Person: Nurse
 - (ii) set a reminder in the EMR for a follow-up appointment if the youth is currently prescribed medication;
Responsible Person: Nurse
 - (iii) if the medication supply is not sufficient to last until the youth's scheduled appointment with the medical or psychiatric provider, check with the sending facility to verify that the medication had not been ordered previously; if not ordered previously, order the medication from the pharmacy;
Responsible Person: Nurse
 - (iv) provide instructions for handling any free-world medication brought to the halfway house with the youth (verify first that the medication is less than 30 days old); and/or
Responsible Person: Nurse
 - (v) provide the halfway house staff with an updated [NFS-190](#), if applicable.
Responsible Person: Nurse
- (D) If the youth is prescribed a special medical diet, implement the following procedures upon receipt of an updated NFS-190:
- (i) receive the updated NFS-190 form from the assigned institution and provide the form to the food services manager/cook for signature;
Person Responsible: HSS/JCO
 - (ii) place a copy of the signed, updated NFS-190 form in the daily health records binder for review by the institution nurse; and
Person Responsible: HSS/JCO
 - (iii) scan the signed, updated NFS-190 form into the EMR.
Person Responsible: Nurse
- (2) **Nursing Assessment and Medical File Review.**
- (A) Review the Halfway House Intake Health Screening and Notification form, HLS-102, prepared by halfway house staff and sign/date the form.
Person Responsible: HSA
 - (B) Complete the immunization and TB screening section of the [HLS-102](#) and sign/date the form.
Person Responsible: Nurse
 - (C) Scan the completed and signed HLS-102 form into the EMR.
Person Responsible: Nurse
 - (D) Complete the Admission Assessment and Medical Review File form, [HLS-103](#), if applicable.
 - (i) Use the HLS-102, medical records information, and information obtained in the face-to-face interview to complete the form.
Person Responsible: Clinical Case Manager/Nurse

- (ii) If clarification is required, discuss with the youth and/or contact the youth's parent/guardian.
Person Responsible: Clinical Case Manager/Nurse
 - (iii) Fax the completed [HLS-103](#) to the HSS for the youth to sign after the face-to-face interview.
Person Responsible: Clinical Case Manager/Nurse
 - (iv) Return the signed document to the clinical case manager/nurse.
Person Responsible: HSS
 - (E) Transfer pertinent health history information from the HLS-103 and/or medical record to the Halfway House Medical, Dental, & Mental Health History Report form, [HLS-107](#).
Person Responsible: Nurse/Clinical Case Manager
 - (F) Print and review the HLS-107 form with the HSS and file the form in the daily health record binder behind the youth's identification picture.
Person Responsible: Nurse/Clinical Case Manager
 - (G) Schedule EMR reminders needed for continuity of care.
Person Responsible: Nurse
 - (H) Arrange medical/dental/psychiatric appointments with institutional facility providers or obtain authorization from the Utilization Review Department for referrals to local providers if needed.
Person Responsible: Nurse
 - (I) Notify the HSS and/or appropriate halfway house staff of any arranged appointments. Prepare any off-site paperwork packets needed for appointments.
Person Responsible: Nurse
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