

**Chapter: Personnel**  
**Title: Health Services Administrator Responsibilities**

**Effective Date:** 7/15/11, T-1  
**Page:** 1 of 1  
**Replaces:** HHS.15.25  
**Dated:** 5/1/06

ACA Standard(s): N/A

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(a) **Standard.**

A health services administrator (HSA) will provide consultation and guidance to the halfway house. The HSA will directly supervise the nurse assigned to the halfway house.

(b) **Procedures.**

**Person Responsible: HAS**

- (1) Visit the halfway house monthly to review youth health activities and participate in problem solving as needed.
  - (2) Receive and review weekly Nurse Visit Report, identify trends and potential problems, and collaborate with the superintendent to develop corrective action plans as needed.
  - (3) Notify the medical provider of medication errors reported by Texas Youth Commission (TYC) staff and obtain physician instructions and/or signature on the Medication Error Report as indicated and notify the human services specialist or juvenile correctional officer of instructions/orders via faxing the completed report back to the halfway house. Send copies to the UTMB CMC program manager - nursing and compliance.
  - (4) Provide recommendations as needed based upon the Nurse Visit Report or information provided by the nurse or appropriate halfway house staff.
  - (5) Meet with the superintendent/designee and the human services specialist to discuss youth health progress, problems, and quality improvement monitoring. (See Non-Institutional Facility section of the Quality Improvement Plan).
  - (6) In conjunction with the Halfway House Health Services Administrative Committee, complete the Halfway House Health Services Administrative Report and provide a copy to the superintendent and TYC regional nurse manager. Maintain a copy of the report in the HSA's office at the assigned institution, and forward the original to the UTMB CMC youth services district operations manager.
  - (7) Immediately inform the superintendent if there is a serious risk to youth health.
  - (8) Report any suspected or alleged abuse, neglect, or exploitation of youth in compliance with GAP.07.03, which includes immediate notification by telephone to the Office of Inspector General's hotline and written notification to the superintendent. Inform the director of clinical and administrative programs for youth services of all notifications.
  - (9) Submit time sheets for contract employees.
  - (10) Include halfway house duties in annual performance reviews for nurses assigned from an institution.
  - (11) Report activities, problems, and resolutions as required by policy and procedure.
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