

Chapter: Health Records and Confidentiality	Effective Date: 3/1/15
Title: Sharing of Information	Page: 1 of 1
ACA: 4-JCF-4C-41	Replaces: HSP.10.04, 6/1/09

(a) **Standard.**

Medical information shared with facility personnel is limited to information that is necessary to preserve the health and safety of youth, staff, volunteers, and/or visitors. Information is provided to staff to address the medical and/or mental health needs of the youth for purposes of housing, program placement, and daily activity and restrictions.

Note: See [GAP.380.9909](#) for information relating to the Health Insurance Portability and Accountability Act (HIPAA) and protected health information.

(b) **Procedures.**

(1) **The health services administrator (HSA) or nurse designee:**

- (A) shares with the superintendent and appropriate direct care staff designated by the superintendent information concerning a youth's medical and/or mental health management within the guidelines of confidentiality; and
- (B) implements a youth Medical Alert/Special Needs Notification process that includes written and verbal notification regarding serious medical conditions or allergies, medically related activity restrictions, special diets, and off-campus medical appointments.

(2) **Nursing staff:**

- (A) notifies designated facility personnel with a need to know, verbally and via email, of youths' immediate and long-term medical and/or mental health management needs and documents the notification in the Electronic Medical Record (EMR); and
- (B) provides notification of information in (b)(1)(B) above daily via the Medical Alert/Special Medical Needs List.

(3) **Clinical case managers** share relevant medical and mental health information for each youth on a monthly basis with TJJD-multidisciplinary team members in accordance with established guidelines.
