

Chapter: Youth Health	Effective Date: 4/15/17
Title: Off-Campus Health Care Appointments	Page: 1 of 3
	Replaces: HHS.25.10, 07/15/11

(a) **Standard.**

Texas Juvenile Justice Department (TJJD) staff members accompany youth to all off-campus health care appointments. TJJD halfway house staff members are responsible for notifying the assigned institution infirmary upon the youth's return from off-campus specialist appointments and for managing off-campus medical records to ensure that confidentiality is maintained.

(b) **Procedures.**

(1) **Requirements for All Off-site Appointments.**

(Additional procedures for specific types of appointments are addressed below.)

(A) The **institution nurse**:

- (i) obtains a pre-certification number, if applicable; and
- (ii) schedules the youth's off-campus health care appointment.

(B) The **institution nurse, health services administrator (HSA), or the nurse coordinator for health services (NCHS)**:

- (i) notifies the human services specialist (HSS) or designee via email; and
- (ii) scans a copy of the email into the electronic health record (EHR).

(C) The **superintendent, HSS, or a juvenile correctional officer (JCO)** arranges transportation to take the youth to the health care appointment.

(D) The **superintendent or designee** notifies the youth's parent/guardian of the appointment, if required.

(E) The **superintendent, HSS, institution nurse, or NCHS** facilitates getting informed consent, if required.

(2) **Off-Campus Specialist Appointments.**

(A) The **institution nurse** prepares an off-campus packet to include, at a minimum:

- (i) the [Off-Campus Consultation Report, HLS-120](#);
- (ii) copies of any pertinent medical information (e.g., laboratory results, x-ray reports, previous referral notes); and
- (iii) the [Notification and Consent for Surgical/Invasive Dental Procedure form, HLS-780d](#), or the [Consent to Surgical/Invasive Medical Procedure form, HLS-780m](#), if applicable.

(B) If the youth will be staying overnight and is prescribed medication to be taken during the time he/she is off campus, the **institution nurse** collaborates with the **HSS** to ensure that the medication and the medication administration record (MAR) are included in the packet.

(C) The **HSS or designee** places all records and medication into a sealed envelope marked "confidential" and gives the envelope, a map to the location of the off-campus specialist

appointment, and a copy of the [Medical Information for Student Transport form, HLS-907](#), to the TJJD staff transporting the youth.

- (D) The **institution nurse** or the **HSS** or **designee** must not give any original medical records to TJJD staff to take out of the facility, with the exception of dental x-rays (to be transported in a manila folder).
- (E) The **HSS** or a **JCO**:
 - (i) transports the youth to the off-campus specialist appointment; and
 - (ii) requests that the health care specialist complete the appropriate sections of the [HLS-120](#), including written recommendations for treatment and/or follow-up as applicable.

Note: The **HSS** or **JCO** remains at the appointment until the specialist's instructions are clear. If needed, the **HSS** or **JCO** contacts the assigned institution nurse for clarification.

- (F) If a **JCO** transported the youth to the appointment, he/she reports the results of the medical visit to the HSS.
- (G) The **HSS** or a **JCO**:
 - (i) notifies the infirmary of the youth's return from the off-campus specialist appointment;
 - (ii) documents the notification on the [Treatment and Intervention Record, HLS-505](#); and
 - (iii) scans and emails the HLS-120 and prescriptions (if applicable) to the HSA or designee at the assigned institution infirmary.
- (H) After receiving the HLS-120 and any additional paperwork, the **institution nurse** reviews, signs, and dates the HLS-120.
- (I) If a prescription and/or treatment is ordered, the **institution nurse**:
 - (i) contacts the medical provider at the assigned facility to obtain a verbal order to continue or change medications and/or treatments;
 - (ii) enters the verbal order into the EHR;
 - (iii) orders medications in the EHR and generates the MAR; and
 - (iv) scans and emails the MAR to the halfway house.
- (J) The **institution nurse** provides the HLS-120 and any additional paperwork to the provider for review.
- (K) The **provider** initials and dates the HLS-120 on the next scheduled clinic date.
- (L) The **institution nurse** scans the HLS-120 and any additional paperwork into the EHR.

(3) **Off-Campus Institution Appointments.**

- (A) The **institution nurse** notifies the HSS of any youth scheduled for an institution health care appointment, including the date and time, by providing an EHR Reminder List or by documenting the appointment on the Nurse Visit Report.
- (B) The **HSS** or a **JCO** transports the youth to the scheduled health care appointment or notifies the institution infirmary of the need to cancel the appointment.

(C) The **institution nurse**:

- (i) transcribes orders, generates copies of MARs as needed, and gives the MARs to the staff transporting the youth;
- (ii) informs the transporting staff of all new orders, emails the orders to the HSS, and scans a copy of the email into the EHR; and
- (iii) logs each off-campus referral and the completion of the trip on the appropriate [Off-Campus Medical Appointment Tracking Log, HLS-908](#).

Note: One log is used for institution trips and a separate log is used for specialist appointments requiring pre-authorization.
