

Chapter: Pharmaceutical and Medical Supplies	<b>Effective Date: 4/15/17</b>
<b>Title: Transfer of Medication from an Institution to a Halfway House</b>	Page: 1 of 2 Replaces: HHS.30.25, 1/19/12

(a) **Standard.**

To ensure continuity of care, all medication prescribed for youth transferring from an institution to a halfway house is available at the time of transfer. Youth continue to receive prescribed medication at the halfway house until seen by a medical or psychiatric provider. A contingency plan is implemented to ensure that youth have continued access to prescribed medication unless otherwise directed by the prescribing medical or psychiatric provider.

(b) **Procedures.**

- (1) Upon receipt of notice of a youth's pending transfer to a halfway house, the **institution nurse**:
  - (A) checks to ensure that there is at least one refill remaining on the medication prescription; and
  - (B) notifies the provider to write a prescription for a 30-day supply if the youth has a prescription for a controlled substance. (Entering the order in advance allows time for the prescription to be shipped from the University of Texas Medical Branch Correctional Managed Care [UTMB-CMC] Pharmacy to the halfway house.)
- (2) On the day prior to a youth's transfer to a halfway house, if the youth has no remaining refills and a new order is needed, the **institution nurse** or the **psychiatric provider** enters the order in the electronic health record (EHR) under the halfway house name.
- (3) On the date of transfer, the **institution nurse** prepares the transfer package by logging all medications and an accurate pill count on the [Transfer of Medication form, HLS-735](#). The medication that is present at the institution is sent to the halfway house for use by the youth. All medications transported or shipped to the halfway house are dispensed in blister pack cards.
- (4) The **institution nurse** verifies the medication count with the person who will be transporting the youth, signs the form, and ensures the transporter signs the form.
- (5) While driving the youth to the halfway house, the **transporter** ensures that all medication remains in a locked container.
- (6) Upon the youth's arrival at the halfway house, the **human services specialist (HSS)** or a **juvenile correctional officer (JCO)** who receives the medications:
  - (A) verifies the medication count along with the transporter, with each signing the HLS-735;
  - (B) calls the sending facility to determine if the medication has been ordered from the UTMB-CMC Pharmacy when the medication count reflects fewer than five days remaining in the blister pack and a medication refill has not been received; and
  - (C) requests that the nurse at the sending facility submit the medication refill order if it has not already been submitted.
- (7) If prescribed medication from the UTMB-CMC Pharmacy is delayed and the youth will miss one or more doses of the medication:
  - (A) the **HSS** or a **JCO** requests instructions from the sending facility nursing staff;

- (B) the **institutional nurse** at the sending facility requests instructions from the prescribing psychiatric provider or the health services administrator, who may contact the UTMB-CMC Pharmacy for approval to obtain the medication from a local pharmacy; and
  - (C) the **HSS** or a **JCO**:
    - (i) receives written instructions from the institution infirmary;
    - (ii) implements the instructions as written; and
    - (iii) documents on the [Treatment and Intervention Record, HLS-505](#), the instructions received and actions taken.
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