

Chapter: Pharmaceutical and Medical Supplies	Effective Date: 4/15/17
Title: Transfer of Medication upon Release, Transfer, or Discharge from a Halfway House	Page: 1 of 2
	Replaces: HHS.30.27, 12/1/13

(a) **Standard.**

To promote continuity of care, medication is provided to a youth upon the youth's transfer, release, or discharge from a halfway house.

(b) **Procedures.**

(1) **Transfer within TJJD Facilities.**

- (A) The **human services specialist (HSS)** notifies the health services administrator (HSA) of the youth's date of transfer at least seven workdays prior to the transfer.
- (B) If the youth is going to a secure facility, the **HSS** places all remaining medication and the medication administration record (MAR) in a large manila envelope labeled with the youth's name, TJJD number, and the word "medication."
- (C) If the youth is going to another halfway house, the **HSS** follows the procedure in (B) and then requests that the assigned institution infirmary order a 30-day supply of medication to be sent directly to the receiving halfway house.
- (D) The **institution nurse** submits the medication order to the pharmacy on the date of the transfer.
- (E) The **HSS**:
 - (i) documents all actions taken in (B) and/or (C) on the [Treatment and Intervention Record, HLS-505](#);
 - (ii) includes in the documentation any contacts made with the assigned institution infirmary staff, the name and amount of all medication sent (e.g., the number of pills), and the name of the facility where the medications were sent;
 - (iii) documents the transfer of medication on the [Transfer of Medication form, HLS-735](#), including the name of the transporter receiving the medication;
 - (iv) verifies the medication count with the person transporting the youth; and
 - (v) keeps a copy of the HLS-735 and provides the original form to the transporter.

(2) **Referral to TJJD Contract Placement.**

- (A) The **HSS**:
 - (i) notifies the assigned institution's HSA at least seven workdays before the youth's transfer so that a 30-day supply of medication can be ordered and received at the current halfway house placement before the youth's departure; and
 - (ii) documents all contacts on the HLS-505 form.
- (B) The **HSS**:
 - (i) documents the transfer of medication on the HLS-735, including the name of the transporter receiving the medication;

- (ii) verifies the medication count with the transporter; and
 - (iii) keeps a copy of the HLS-735 and provides the original form to the transporter.
- (3) **Release to a Home Placement or Discharge from TJJD.**
- (A) The **HSS** notifies the HSA of the release date at least seven workdays in advance.
 - (B) The **institution nurse**:
 - (i) notifies the psychiatric provider of the release, if applicable;
 - (ii) obtains written orders for any required follow-up care;
 - (iii) orders a 30-day supply of medication from the University of Texas Medical Branch Correctional Managed Care Central Pharmacy, if the youth is on psychotropic or other medication; and
 - (iv) labels the pharmacy order as "discharge medication."
 - (C) The **superintendent** or **designee** notifies the youth's parent/guardian to verify the mailing address and explains that medication delivery requires the parent/guardian's signature upon receipt.
 - (D) If the parent/guardian is not expected to be present and the youth is under 18 years of age:
 - (i) the **HSS** or a **JCO**:
 - (I) mails a 30-day supply of each continuing medication and a [Medication Follow-Up letter, HLS-200a](#), to the parent/guardian two days prior to the release date via the state-contracted overnight delivery service so that the medication arrives before the youth; and
 - (II) retains a copy of the tracking number; and
 - (ii) the **TJJD case manager** notifies the parole officer that the medication was sent to the parent/guardian, including the medication name, type, and amount.
 - (E) If the parent or guardian is expected to be present and the youth is under 18 years of age, the **HSS** or a **JCO** gives the parent/guardian a 30-day supply of each continuing medication and an HLS-200a at the time of departure from the facility.
 - (F) If the youth is 18 years of age or older, the **HSS** or a **JCO** gives the youth a 30-day supply of each continuing medication at the time of departure from the facility unless a safety concern is identified by staff, in which case the medication is given or mailed to the parent/guardian.
 - (G) The **HSS** documents the disposition of medications on the [HLS-505](#) by listing the name of the medication, the amount (e.g., the number of pills), and where the medication was sent.
 - (H) The **institution nurse** scans the HLS-505 into the electronic health record (EHR).
 - (I) If the medication does not arrive at the halfway house before the youth's departure, the **HSS** or a **JCO** contacts the assigned HSA or designee to initiate a plan of action.
 - (J) If a youth does not have an approved home, the **HSS** mails the medication to the youth's parole officer via overnight delivery.
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