

Chapter: Health Records Management	Effective Date: 4/15/17
Title: Daily Health Records	Page: 1 of 2
	Replaces: HHS.85.15, 07/15/11

(a) **Standard.**

Treatment and Intervention Records and Medication Administration Records (MARs) are kept in the area designated for the purpose of documenting health-related events as they occur.

(b) **Procedures.**

(1) The **human services specialist (HSS)**:

(A) files the following documents in the Daily Health Records Binder:

- (i) youth identification photographs;
- (ii) [Treatment and Intervention Record, HLS-505](#);
- (iii) [Medication Administration Record \(MAR\), HLS-510](#);
- (iv) [Halfway House Intake Health Screening and Notification form, HLS-102](#); and
- (v) [Halfway House Medical, Dental, & Health History Report, HLS-107](#).

(B) divides the binder into sections with a divider labeled with each youth's name and Texas Juvenile Justice Department number;

(C) places a current photograph of the youth behind the divider labeled with the youth's name;

(D) flags the section for each youth on medical alert and/or chronic care status with the appropriate color code (medical alert – blue, chronic care – orange); and

(E) files individual MARs, HLS-505 forms, and all other documents accumulated since the last nurse visit in the section labeled with the youth's name.

(2) The **HSS** or a **juvenile correctional officer (JCO)**:

(A) reviews the youth's MAR(s) and HLS-505 forms before responding to a youth's health request and before administering medication; and

(B) immediately documents on an HLS-505 all health-related actions taken by staff.

(3) The **HSS** and **institution nurse** review additions to the Daily Health Records Binder during routine nurse visits to the halfway house.

(4) The **institution nurse**:

(A) reviews, initials, and dates all records in the Daily Health Records Binder during routine visits to the halfway house;

(B) updates the immunization section of the HLS-102, as needed; and

(C) scans all completed records into the electronic health record (EHR) during routine visits to the halfway house, including:

- (i) [Refusal Forms, HLS-520](#);
- (ii) [Sick Call Request \(Halfway House\) forms, HLS-910a](#);

- (iii) off-campus appointment documentation; and
- (iv) HLS-505 forms if notations have been made.

Note: Prior to scanning the [HLS-505](#), draw a diagonal line from the end of the last documentation to the bottom of the page. This ensures no further documentation is added to this HLS-505 and a new form is started.
