

	State of Indiana Indiana Department of Correction		Effective Date	Page 1 of	Number
			4/1/2022	4	1.02A
HEALTH CARE SERVICES DIRECTIVE-ADULT Manual of Policies and Procedures					

Title HEALTH CARE SERVICES PROGRAM ORGANIZATION AND MANAGEMENT
--

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5	01-02-101	National Correctional Health Standards

I. PURPOSE:

This Health Care Services Directive (HCSD) describes the organizational structure and assignment of responsibilities within the Department's facility health care services programs.

II. PROCEDURE:

- A. Provision of Health Services to incarcerated individuals encompasses physical health, behavioral health, and transitional health services provided in locations within correctional facility confines, and outside agencies. In order for health services to be provided in an effective and efficient manner, organizational structure is required. Each facility's Health Services staff shall report to a single Responsible Health Authority. At the facility level the Responsible Health Authority is the Health Services Administrator (HSA). HSAs may be assigned to single or multiple facilities if the complexities of the assignment remain reasonable.
- B. The Responsible Health Authority is authorized and responsible for making decisions regarding the deployment of health resources and the day-to-day operations of the Health Services program.
- C. Each facility shall have a designated HSA. For smaller facilities (those without 24 hours / 7 days per week nursing coverage), the HSA shall be on site weekly, at a minimum.

HEALTH CARE SERVICES DIRECTIVE-Adult			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number 1.02A	Effective Date 4/1/2022	Page 2	Total Pages 4
Title HEALTH CARE PROGRAM ORGANIZATION AND MANAGEMENT			

- D. As the Responsible Health Authority, the HSA arranges for all level of health services and assures quality, accessibility, and timely health services for patients.
- E. The HSA is the chief administrative officer (at the local level) for the Health Services delivery system serving the facility incarcerated populations. The HSA has responsibilities to the Warden, to Central Office, and to the Health Services Vendor company. The HSA ensures that facility directives and controls are established, implemented, and reviewed at least annually.

The major areas of responsibility for the HSA include:

- Implementing and monitoring compliance with HCSDs and otherwise ensuring that proper Health Services are provided.;
- Employing qualified facility personnel in sufficient quantities to support the clinical and management objectives of the Department's Health Services Division and the facility.;
- Forecasting and planning for the needs of the facility as set forth by the Health Services Division;
- Ensuring compliance with applicable laws and regulations.;
- Protecting the assets of the Department, including the controlling of purchases, maintenance, and distribution of equipment.;
- Implementing fiscal controls, including but not limited to:
 1. Authorization and record keeping procedures to provide accounting controls over all Health Services properties (compliance consistent with State Board of Accounts and Department procedures as applicable).;
 2. Monitoring of and accounting for services to patients by contractual providers within the facility and services provided to patients who are transferred outside the facility; and,
 3. Verification of the accuracy of billing at the facility level for services provided either to the Health Services Division or individual patients.
- Establishing communication and reporting processes consistent with Department procedure and designed to promote the orderly flow of information within the organization.;
- Establishing and enforcing lines of authority and accountability that

HEALTH CARE SERVICES DIRECTIVE-Adult			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number 1.02A	Effective Date 4/1/2022	Page 3	Total Pages 4
Title HEALTH CARE PROGRAM ORGANIZATION AND MANAGEMENT			

- provide for appropriate supervision of Health Services personnel.;
- Establishing and enforcing Department controls relating to the custody of official/confidential records/documents located in the Health Services program area; and,
- Establishing and maintaining current the Health Services organizational chart.

F. The HSA's job description shall also include the following responsibilities:

- Establish a site-specific mission statement which defines the scope of Health Services;
- Develop mechanisms, including written agreements, when necessary, to assure that the scope of services are provided and properly monitored;
- Develop the facility's operational Health Services policies and procedures in conjunction with the Warden, Health Services Vendor Staff and the appropriate Executive Directors or Designee;
- Identify the type of Health Services providers needed to provide the determined scope of services;
- Establish systems for the coordination of care among multi-disciplinary Health Services providers; and,
- Develop a quality management program in cooperation with Medical Vendor Staff and HCSD 2.25, "Continuous Quality Improvement."

G. HSAs will have a strong administration background. A facility physician shall be designated as the Site Medical Director. The Medical Director shall serve as the facility's Responsible Physician. The Responsible Physician shall have final judgment (subject to other physician supervisors) regarding primary care issues. Similarly, the final authority regarding clinical dental decisions lies with the facility's Dental Director, the final authority regarding clinical mental health decisions with the Lead Psychologist subject to medical autonomy on the part of the psychiatrist, who has final authority regarding psychiatric care.

H. All facility Health Services programs that have more than one (1) professional staff member shall identify clinical and administrative reporting relationships for the Health Services staff on an organizational chart. The organizational chart shall include all Health Services staff and indicate both direct administrative reporting relationships and indirect responsibilities.

HEALTH CARE SERVICES DIRECTIVE-Adult			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number 1.02A	Effective Date 4/1/2022	Page 4	Total Pages 4
Title HEALTH CARE PROGRAM ORGANIZATION AND MANAGEMENT			

While some of the facilities may not have all disciplines represented on site, each facility does provide some level of health services or provides a mechanism to refer the patient for services at another facility/location.

- I. Statistical reports as established by the Health Services Division, Executive Directors and CMO in conjunction with the contracted medical vendor describing the services provided by facility Health Services Vendor staff and certain key issues shall be maintained. Areas covered shall include, but not be limited to, the number of patients receiving health services by category of care, operative procedures, referrals to specialists, serious infectious diseases, off-site hospital admissions, emergency services provided to patients, the results of tuberculosis surveillance, medication errors, Clinical Critical Incident reviews, backlogs, and vacancies. These records shall be submitted to Health Services Division staff monthly, or as otherwise directed, on forms approved by the Department's Health Services Operations Administrator.

- III. SITE SPECIFIC NEEDS:

Each facility shall establish a Facility Directive outlining the organizational structure and a separate Facility Directive describing the facility's committees and meeting structure.

- IV. APPLICABILITY:

This Health Care Services Directive is applicable to all facilities providing Health Services to incarcerated adults.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date