

	State of Indiana Indiana Department of Correction	Effective Date	Page 1 of	Number
The HEALTH CARE SERVICES DIRECTIVE-ADULT Manual of Policies and Procedures		4/1/2022	3	1.08A

Title
ADMINISTRATIVE MEETINGS AND REPORTS

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 Care Standards

I. PURPOSE:

This Health Care Services Directive (HCSA) describes the meetings and reports that are minimally required of each facility.

II. GUIDELINES:

. Multidisciplinary Team Meetings (MDTM)

Health Services Administrators (HSAs) and Wardens shall meet monthly to review and discuss Health Services delivered at their facilities. These meetings shall be made available virtually in case of circumstances that do not allow for in-person meetings. These meetings shall include staff persons representative of multiple clinical, administrative, and operational divisions. This includes, but not limited to:

1. Health Service Administrator (HSA);
2. Director of Nursing (DON);
3. Lead Psychologist or designee;
4. Addiction Recovery Director or designee;
5. Deputy Warden of Operations or designee;
6. Deputy Warden of Re-Entry or designee;
7. Unit Manager(s) or designee;
8. Office of Investigation and Intelligence or designee;
9. Classification Supervisor or designee; and,
10. Transitional Health Care

Discussion points are as follows:

1. Complex Physical Health cases;

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2. Complex Behavioral Health (Mental Health and Addiction Recovery) cases;
3. Backlogs and vacancies;
4. Custody concerns (including difficult to manage patients);
5. Case Management and Re-Entry needs; and,
6. Transitional Health Care special needs release occurring within the next 90 days.

Minutes (or other summaries) of these meetings shall be taken and distributed to attendees and shall be retained for reference in accordance with the Department's Records Retention Schedule.

A. Health Services Meetings

Monthly the facilities' Health Services departments shall conduct a staff meeting to review administrative concerns, share information, and problem solve. This meeting shall include representatives of all disciplines working in the facility's Health Services and additional staff as necessary.

Minutes (or other summaries) of these meetings shall be taken and distributed to attendees and shall be maintained for reference in accordance with the Department's Retention Schedule.

B. Continuous Quality Improvement(CQI)

Each facility shall schedule a CQI meeting monthly. Depending upon facility size and activity, these meetings may be held in conjunction with other meetings or even grouped with other facilities when a single HSA manages multiple facilities. No matter how the meetings are managed, minutes (or other summaries) shall be recorded and distributed to attendees, and shall be maintained for reference in accordance with the Department's Record Retention Schedule.

C. Statistical Reports :

Each facility shall provide monthly a health services statistical report (HSR) including, but not limited to:

1. The number of patients receiving services by category of care;
2. Referrals to specialists;
3. Deaths;
4. Serious infectious diseases (e.g., hepatitis, HIV, STDs, TC);
5. Emergency services provided to patients;

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6. Access, timeliness of health services (backlogs) including follow up;
7. Incidence of certain illness (e.g., cancer, chronic illnesses);
8. Missed appointments;
9. Dental procedures performed; and,
10. Grievances.

The HSA shall also provide the required national accrediting organization's outcome measures to the appropriate facility staff.

E. Weekly Reports

The Health Services vendor shall provide a vacancy report and a backlog report on a weekly basis to the Executive Directors and CMO of the Health Services Division. These two (2) reports shall include the number and vacancies and backlogs at each site for all disciplines.

F. Reporting to Department Health Services Division

Copies of minutes and reports shall be forwarded to the Quality Assurance Managers, the medical administrative assistant and other offices as requested.

G. Other

When requested, Health Services personnel shall attend meetings at the facility or Central Office locations.

III. 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