

	State of Indiana Indiana Department of Correction		Effective Date	Page 1 of	Number
			1/1/2025	19	2.18A
HEALTH CARE SERVICES DIRECTIVE-ADULT Manual of Policies and Procedures					

Title
OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT

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 Healthcare Standards

I. PURPOSE:

The purpose of this Health Care Services Directive (HCSD) is to establish guidelines and procedures for operational, medical, transitional healthcare, and program staff to use in providing healthcare services to the incarcerated mother population and children participating in the Officer Breann Leath Memorial Maternal-Child Health Unit at Indiana Women's Prison. This HCSD describes processes for ensuring that pre-and post-natal parents and their children receive appropriate, timely, quality holistic care.

II. DEFINITIONS:

- A. **ADVISORY COMMITTEE ON IMMUNIZATION PRACTICES (ACIP):** A committee within the United States Centers for Disease Control and Prevention that provides advice and guidance on effective control of vaccine-preventable diseases in the U.S. civilian population.
- B. **CHIEF MEDICAL OFFICER:** The Executive leadership position within the Department designated as head of Health Services, who serves to advise and lead a team of health services experts on matters of public health importance.
- C. **DEPARTMENT OF CHILD SERVICES:** An Indiana State agency that engages with families and collaborates with state, local and community partners to protect children from abuse and neglect and to provide child support services.
- D. **EMERGENCY CONTACT:** Person or agency that is approved to take custody of an incarcerated mother's baby in the event of an emergency or the mother is

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 2	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

terminated from the MCHU Program. This person is authorized to take possession of the baby's property when the baby leaves the institution.

- E. FAMILY AND SOCIAL SERVICES ADMINISTRATION (FSSA): FSSA is a health care and social service funding agency of the State that oversees five (5) care divisions that administer services to Indiana residents.
- F. PEDIATRIC: Specialty of medical science concerned with the physical, mental, and social health of children from birth to young adulthood.
- G. PEDIATRICIAN: A licensed medical practitioner specializing in the care of children.
- H. SUPERVISOR OF CLASSIFICATION: The facility employee who renders the final decisions on all classification activities at the facility.

III. OFFICER BREANN LEATH MATERNAL-CHILD HEALTH UNIT (MCHU):

The Leath Maternal Child Health Center (MCHU) is a voluntary program at Indiana Women's Prison for pregnant incarcerated individuals that encourages and promotes family preservation and uses a holistic approach for the continuum of care. The housing unit at the facility provides a Residential Parent-Infant Nursery Program. It also encourages the preservation of family by providing incarcerated parents and their children a meaningful transition to the community.

IV. OFFICER BREANN LEATH MATERNAL-CHILD HEALTH UNIT ADMISSIONS:

The Division of Health Services along with facility leadership shall determine the programmatic components and procedures for the MCHU.

V. MATERNAL HEALTHCARE POLICIES AND PROCEDURES:

See Health Care Service Directive 3.09A, "Maternal Health Care" for procedures on prenatal care, labor and delivery, and post-partum care.

VI. OFFICER BREANN LEATH MATERNAL-CHILD HEALTH UNIT ELIGIBILITY CRITERIA:

- A. Eligibility Criteria for Potential Program Participants:

HEALTH CARE SERVICES DIRECTIVE-ADULT

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
2.18A	1/1/2025	3	19
Title			
OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

1. Incarcerated individual shall be pregnant;
2. Incarcerated individual's earliest possible release date is thirty (30) months or less to the incarcerated individual's projected delivery date, including good time credit offered;
3. Incarcerated individuals who have been charged with a sex crime or any type of violence, abuse, or endangerment of a child shall be reviewed by the Maternal Child Health Coordinator and the interview panel. Approvals shall be at the discretion of the Executive Director of Physical Health or designee;
4. Prospective participant and child are free of severe functional impairment impacting daily living classified by physical and/or mental health diagnoses by a physician;
5. The pregnant individual is the sole, legal custodian of child;
6. Prospective participant must be willing to sign a consent agreeing to abide by all rules and stipulations of the unit;
7. Prospective participant must be willing to sign a release of information to research any involvement with Department of Child Services;
8. Prospective participant may be denied participation for any reason deemed appropriate by the Chief Medical Officer or the Warden; and,
9. Prospective participant shall agree to a panel interview for acceptance into the unit.

B. Eligibility Criteria for Mentors/Nannies:

1. Prospective individual has no history of violence against a child or sexual abuse against adults or children;
2. Prospective individual has never been convicted of a sex crime or any type of violence, or abuse or endangerment of a child;
3. Prospective individual should be CPR/First Aid certified at the time of job reclassification;

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 4	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

4. Prospective mentor must be physically and mentally capable of caring for children of all ages;
5. Prospective individual must be willing to sign a release of information to research any involvement in the Department of Child Services;
6. Prospective individual must be willing to sign a consent agreeing to abide by all rules and stipulations of the unit.
7. Prospective individual must be eligible based on operational classification and agree to an interview on the Unit with the Maternal-Child Health Coordinator and assigned Unit Team Manager.

C. Selection and Enrollment:

1. Maternal Child Health Coordinator or (designee) shall keep an active database of all incarcerated individuals who are pregnant at the time they are received in the custody of the Department.
2. The designated interview panel must review all pregnant individuals' charges and conduct history on a case-by-case basis for eligibility into the program.
4. The Maternal-Child Health Coordinator must schedule a panel interview with all pregnant individuals deemed eligible. No incarcerated individuals shall be admitted into the MCHU without an approval from the interview panel.
5. Prior to the panel interview, the Maternal-Child Health Coordinator shall meet with the potential program candidate to review the following:
 - a. Explain the intent of program;
 - b. Review program information;
 - c. Explain program requirements, guidelines, and expectations;
 - d. Inform the program candidate of the interview panel process;
 - e. Review Informed Consent and Refusal, HCSD 2.12A; and,
 - f. Provide pregnant individual with a MCHU Handbook (Attachment A), rules and expectations document, and a copy of the signed consent if the pregnant incarcerated female desires to participate in the program for review.

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 5	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

6. Upon completion of the panel interview, the Maternal Child Health Coordinator shall:
 - a. Maintain records of all pregnant individuals' program acceptance/denial status;
 - b. Begin processing paperwork for newly enrolled mothers in the LEATH MCHU housing unit; and,
 - c. Notify Health Services vendor's Pre-Natal Nurse, Maternal Child Health Coordinator, the Unit Team Manager, Health Services Administrator (HSA), Deputy Wardens, and Warden of acceptance.
7. If the individual declines to participate in the program, they shall be advised that they may contact the Maternal Child Health Coordinator at any time if they change their mind and be provided with a MCHU Handbook.
8. If the individual indicates their desire to participate in the program, they shall be provided with an MCHU handbook, rules and expectations documents, and a copy of the signed consent, indicating that they shall participate in all aspects of the unit and comply with all program rules and regulations.
9. An individual may submit a one-time appeal if denied admission into the MCHU by writing to the Maternal Child Health Coordinator within seven (7) days of notification. The appeal shall be reviewed by the Warden, the Executive Director of Physical Health, and the Chief Medical Officer for reconsideration.

D. MCHU Participation:

1. Participation in the MCHU program is strictly voluntary. No reprisals shall be taken against pregnant individuals for participation or non-participation.
2. The MCHU classification takes precedence over other facility classifications. Program Participants and mentors shall complete all pre-delivery program requirements and training prior to attending educational, vocational, substance abuse, and work assignments.

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 6	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

3. Placement in the MCHU shall be considered a work assignment, and program participants shall receive a State wage for their participation.
 - a. The State wages paid to MCHU mothers is Class C and they shall be paid for five (5) work days a week.
 - b. The State wages paid to MCHU mentors is Class B and they shall be paid for five (5) work days a week. Mentors may only claim hours that they have worked.
4. MCHU program participants are expected to abide by the program rules and provide signed consent of their acknowledgment of the program rules and expectations (Attachment A). Removal due to disciplinary conduct shall be determined by a disciplinary review panel and recommendations reviewed by the Executive Director of Physical Health, the Chief Medical Officer, and the Warden.

VII. TRANSPORTATION OF LEATH MCHU PARTICIPANTS

Transportation officers shall contact the HSA (or designee) when departing hospital grounds with an MCHU participant. When contact has been made, the HSA (or designee) shall prepare an area in Health Services for arrival of the MCHU participant and newborn. The HSA shall notify the Maternal-Child Health Coordinator and the Health Services vendor's Women and Children's Health Coordinator via email when the MCHU participant and child have returned to the facility. All infant paperwork shall be provided to the Maternal-Child Health Coordinator via email when the Maternal-Child Health Coordinator returns to the facility.

VIII. PROGRAM PARTICIPATION IN FACILITY ACTIVITIES:

- A. Participants are permitted to leave the MCHU housing unit to participate in facility activities (e.g., educational assignments, work assignments, meals, religious services, commissary, educational, and recreational activities) outside of movement procedures.
- B. It is the participant's responsibility to arrange for a mentor or another participant to supervise their child during their participation in facility activities.
- C. The separation time between participant and child shall not exceed four (4) consecutive hours unless special circumstances or medical emergencies arise.

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 7	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

Should a participant have to leave the MCHU housing unit for a time period exceeding forty-eight (48) consecutive hours, a case-by-case review shall be conducted by the Maternal-Child Health Coordinator, Vendor's pre-natal nurse, and the Executive Director of Physical Health to review the child's status in the nursery.

IX. CHILD EDUCATION AND ENRICHMENT:

A. Program Requirements for New Participants:

1. Participants shall complete a Parenting Plan (Attachment B) within thirty (30) days of arriving to the MCHU. The Parenting Plan and Birthing Plan documents shall be provided by the Maternal-Child Health Coordinator upon movement onto the MCHU and shall be returned to the Maternal Child Health Coordinator within thirty (30) days.
2. Participants shall receive a "Mommy and Me" Binder (Attachment C) within thirty (30) days of arriving to the unit provided by the Maternal-Child Health Coordinator.
3. All individuals housed in the MCHU and designated staff shall complete Maternal Health and Care Seat Installation training and be certified in Infant CPR/First Aid within ninety (90) days of program enrollment scheduled by the Maternal-Child Health Coordinator.

B. Weekly Program Requirements:

Participants shall participate in courses related to childhood development including, but not limited to parenting styles, safe sleep, child safety, mental health/post-partum mood disorders, overuse of medication, breastfeeding, nutrition, cost/finances of living with child, birth control/family planning. Refusal to participate in these courses may result in removal or denial of admission into the program.

X. PEDIATRIC MEDICAL CARE:

A Transitional Healthcare Specialist shall complete a healthcare coverage application on behalf of the newborn within two (2) weeks of birth. The participant is responsible for providing all required documents to ensure the application is completed in its entirety. Any refusal to provide necessary information may be subject to removal from the program. The

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 8	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

Maternal-Child Healthcare Coordinator shall meet with the participant to discuss the refusal.

Participants are encouraged to use the Department's Central Office address when giving an address for vital documents after delivery. Transitional Healthcare staff shall be unable to assist in reapplication for any vital documents for children of individuals who chose to use another address.

A. Infant Pediatrician Visits:

The Maternal-Child Health Coordinator or other designated staff shall schedule all appointments for the infants/children in the MCHU.

All children in the MCHU are to be seen routinely according to American Academy of Pediatrics (AAP) recommendations and when necessary if concerns arise as follows:

- 3-5 days old (first week visit)
- 1 month old
- 2 months old
- 4 months old
- 6 months old
- 9 months old
- 12 months old
- 15 months old
- 18 months old
- 24 months old (2 years)
- 30 months old (2 ½ years)

All children needing to be transported off grounds shall be transported in a State vehicle. The Maternal-Child Health Coordinator or other designated staff shall be responsible to prepare the State vehicle in accordance with Policy and Administrative Procedure 04-06-101, "Fleet Management and Vehicle Use." The Maternal-Child Health Coordinator or other designated staff shall secure the child in a rear-facing, unexpired car seat in accordance with the State's Child Restraint laws.

HEALTH CARE SERVICES DIRECTIVE-ADULT

Indiana Department of Correction

Manual of Policies and Procedures

Number 2.18A	Effective Date 1/1/2025	Page 9	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

1. The Maternal-Child Health Coordinator or other designated staff shall prepare infant/child for doctors' appointments including any necessary documents required for appointment.
2. If the appointment is off-site, the Maternal-Child Health Coordinator shall make every attempt to engage the participant in all child's pediatric appointments via telephone conference facilitated by Health Services staff or designee or utilizing telephonic recording as needed.
3. The Maternal-Child Health Coordinator or other designated staff shall remain with the infant/child at all times during the infant's/child's absence from the MCHU housing unit.
4. Any medications the child may be prescribed shall be filled by the Maternal-Child Health Coordinator or other designated staff prior to return of the facility or as soon as the pharmacy denotes that the prescription medication is ready.

B. Infant Medications:

1. Children in the MCHU are only to receive medication prescribed specified to them by a pediatrician or physician. Prescribed vitamins or other nutritional supplements for the infants are permitted to be kept in the participants' room in their personal property and do not need to be logged.
2. All child medications shall be located in a designated secure area.
3. All child medication administrations shall be overseen by staff. These medications shall be monitored by staff and signed in/out for use by the participant when requested.
4. The Maternal-Child Health Coordinator shall:
 - Fill all children's medication prior to returning to the facility (If time permits and medication is ready for pickup);
 - Notify facility Safety Hazard Manager of medications brought back into the facility by close of business same day;
 - Log all medications received for child;
 - Secure and store medications in the MCHU housing unit in a secure cabinet or refrigerator, only accessible by authorized staff.

HEALTH CARE SERVICES DIRECTIVE-ADULT			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 10	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

C. Infant Vaccinations:

All children in the MCHU are encouraged to be vaccinated according to the Advisory Committee on Immunization Practices (ACIP) recommendations. ACIP recommends a seven-vaccine series for all children by age 19 months including but not limited to:

- 4 doses of diphtheria, tetanus, and acellular pertussis vaccine (DTaP)
- 3 doses of inactivated poliovirus vaccine (IPV)
- 1 dose of measles, mumps, and rubella vaccine (MMR)
- 3 or 4 doses of haemophilus influenza type b vaccine (Hib)
- 3 doses of hepatitis B vaccine (HepB)
- 1 dose of varicella vaccine (VAR)
- 4 doses of pneumococcal conjugate vaccine (PCV)
- 2 doses of influenza (IIV)
- COVID-19 vaccinations per CDC guidance and regulations

Participants refusing to vaccinate their children shall be provided with additional education and resources regarding vaccination information.

D. Infant Emergencies:

In the event of an infant/child emergency or medical need after normal business hours, the Shift Supervisor shall utilize the MCHU decision tree.

E. Infant Injury:

In the event of an infant injury, staff shall adhere to the Indiana Women's Prison Facility Directive for the Unit.

An Infant Injury Report (Attachment D) must be completed by the unit officer or designated unit staff within one (1) hour of the incident. The unit officer must notify the Custody Supervisor.

Any suspected or witnessed behavior of child abuse or neglect shall be submitted via email to the Executive Director of Physical Health and the Maternal-Child Coordinator by witnessing staff within one (1) hour of occurrence. Submitted claims shall be reviewed within twenty-four (24) hours of notification. Any

HEALTH CARE SERVICES DIRECTIVE-ADULT			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 11	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

suspected or witnessed behavior of child abuse or neglect shall be reported to the Department of Child Services and operations staff for review. The MCHU will operate under a “No Tolerance” rule for child abuse and neglect.

F. Safe Sleep:

1. All babies shall be placed on their back and in their crib to sleep.
2. Participants and mentors are prohibited from bed sharing with babies.
3. Nothing should be in the baby’s crib, with the exception of a pacifier. If there is a concern of keeping a baby warm, mothers must obtain a wearable blanket for the infant. If there is a concern of a baby developing a flat head from sleep on their back, mothers should be instructed by housing unit staff or the Maternal-Child Health Coordinator to change the baby’s direction in the crib each week and increase the amount of monitored tummy time when the baby is awake.
4. If a baby can roll over on their own and rolls onto their stomach during sleep, participants and mentors do not have to turn the baby back over.
5. Any incidents of unsafe sleep practices including the infant being placed to sleep on their stomach, bed-sharing, or objects found in crib, shall be documented by the unit officer and communicated to the Maternal-Child Health Coordinator via email within twenty-four (24) hours of the incident. The Maternal-Child Coordinator shall implement a policy through the facility directive for the safe sleep practice and a phased program ending in program termination if the unsafe practice continues.
6. Custody staff or MCHU staff shall complete a Safe Sleep/Safety Violation Form (Attachment I) each time an incident occurs.

G. MCHU Pediatric Wellness Clinic

1. All infant wellness appointments shall take place in the onsite MCHU Pediatric Wellness Clinic unless otherwise indicated by pediatrician.
2. Staff are not authorized to use the onsite MCHU clinic unless directed by the Maternal-Child Health Coordinator.

HEALTH CARE SERVICES DIRECTIVE-ADULT			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 12	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

3. The Maternal-Child Health Coordinator shall schedule and monitor all onsite child wellness appointments, notify participants of their child's appointment, and manage all medical paperwork from the appointment.

XI. OUTDOOR ACTIVITY:

Participants and children shall be provided daily outdoor playtime in accordance with FSSA Child Welfare Service guidelines for childcare providers. Outdoor activities shall take place at the unit's enclosed playground

Participants and children shall be allowed daily outdoor playtime, except when the severity of the weather poses a safety hazard, the wind-chill temperature is below twenty-five (25) degrees Fahrenheit (25°F), or if there is a health-related reason documented by a physician for the child to remain indoors.

Children in the MCHU shall be dressed appropriately for the weather, taking into consideration the temperature, wind chill, precipitation factor, and amount of direct sunlight. Sunscreen shall be used on babies over six (6) months of age. Sunscreen is to be reapplied to the infant each time they return to the play yard. Infants shall not be in direct sunlight for more than fifteen (15) minutes at a time. Babies under six (6) months shall not use sunscreen and shall use a hat to protect against the sun. Babies under six (6) months shall be kept in partially shaded and shaded areas while outside.

Should the weather become inclement (i.e., thunder, lightning, raining, hailing, or sleeting) the children must immediately be brought inside. Children may return to the fenced play yard when the inclement weather has ceased for at least sixty (60) minutes.

Use of the outdoor play yard shall be restricted to daylight hours (i.e., dawn to dusk).

Use of the outdoor play yard does not count as a Recreation movement and shall not be restricted to Recreation movements with the general population.

Every effort shall be made by the Officer-In-Charge to allow participants and children time outside daily. Outside Play Area Logs (Attachment E) are to be completed by the officer and times are to be logged when the participant and child are let outside and when they return to the unit. Each time a participant requests to take a child outside, a new row must be filled out on the Outside Play Area Log. Each child must be logged individually.

Should the Officer-In-Charge deny the participant the ability to take the child outside, the "Denial for Use of Outdoor Play Area" (Attachment F) form must be completed, signed by

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 13	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

a sergeant or higher-ranking Custody staff, and be submitted to the Maternal-Child Health Coordinator within twenty-four (24) hours for review.

If a participant does not comply with the outdoor activity policy for three (3) consecutive days, the Maternal-Child Health Coordinator shall discuss concern with the participant and inform that further program rule refusal may result in termination from the program.

Any time the Maternal-Child Health Coordinator or other designated staff is escorting an infant/child from the MCHU, the Shift Supervisor shall stop movement via radio announcement until infant/child has entered designated location.

XII. BREASTFEEDING:

Participants are permitted to breastfeed their child at any time in their bedroom, the nurseries, and in the unit dayroom. Participants shall make every effort to conceal themselves when in a public area, in the line of sight of a security camera, and when male officers are present. Male staff must loudly announce themselves during tours, security checks, and upon entering the unit, and the announcement shall be documented in the unit log. Custody Officers shall not restrict a participant's use of the dayroom or nursery based upon whether the participant is breastfeeding.

Participants shall be issued a breast pump by the Maternal Child Health Coordinator within seven (7) business days of delivery. If a pump is not available, the Maternal-Child Health Coordinator shall make every effort to obtain a breast pump as soon as one is available. MCHU participants are not guaranteed their own breast pump and may have to share with other participants until one can be obtained. Breast pumps shall be sanitized after each use according to the manufacturer's recommendations.

XIII. INFECTIOUS DISEASE CONTROL:

Employees, visitors, and volunteers who exhibit symptoms of illness are prohibited from entering the MCHU unit. Symptoms of illness include but are not limited to:

- Diarrhea
- Vomiting
- Nasal congestion (Stuffy/runny nose)
- Persistent cough
- Jaundice
- Sore throat
- Fever

HEALTH CARE SERVICES DIRECTIVE-ADULT

Indiana Department of Correction

Manual of Policies and Procedures

Number 2.18A	Effective Date 1/1/2025	Page 14	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

- Skin rash / infected cut or wound

Supervisors are responsible for observing staff, visitors, and volunteers for signs of illness throughout the day. Staff members have the responsibility of reporting, to the Custody Supervisor, any signs of infection or illness that may pose a hazard to the health of children and other staff. All staff members, visitors, and volunteers shall be excluded from the MCHU unit until they have been symptom-free for at least twenty-four (24) hours or have a doctor's note stating they have been on an antibiotic for more than twenty-four (24) hours, or they are free from infection/illness.

XIV. VISITATION:

Participants are permitted to take their child, if the child is aged 3 months or older, with them to the Visiting Room for their visits scheduled in accordance with Policy and Administrative Procedure 02-01-102, "Visitation." Participants do not obtain additional visitation time for the child's paternal and maternal relatives to visit the child.

XV. GLASS JAR EXEMPTION:

The MCHU is exempt from the mandate to not have glass items on the housing units. The MCHU housing unit is permitted to have glass baby food containers stored on the living unit. Locations where glass food containers must be stored are in a locked area only accessible by staff. Any open glass container must be disposed of in a waste can within two (2) days of opening. All open containers must be marked with date and time of opening and stored as directed on the label. No labels shall be removed. Any item found unmarked or without the original label shall be disposed of immediately.

XVI. PERSONAL PROPERTY:

- A. The property designated for use by the infant shall not be included in the personal property permitted for the participant. However, all infant property must be neatly contained in the participant's room, except for large items, which may be kept in the unit day room.
- B. Participants shall not trade, sell, barter, loan, or give away any item of their infants' personal property at any time.
- C. Property of the infant shall not exceed the following:

Five (5) season appropriate outfits

HEALTH CARE SERVICES DIRECTIVE-ADULT			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 15	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

Four (4) sleepers
Ten (10) onesies
Five (5) pairs of pants
Three (3) pairs of socks
Two (2) pairs of shoes
One (1) coat or jacket
One (1) diaper bag

- D. The Maternal-Child Health Coordinator or unit Correctional Officer shall conduct a monthly inventory of supplies. Allowances of infant property may be reduced if the participant is unable or unwilling to maintain a neat and clean living environment for their child.

XV. CHILD CHRISTENING:

- A. Participants desiring christening for their child may request this religious rite by submitting a request to the Chaplain. Upon receiving the request, the Chaplain shall obtain the following information:
1. Is the participant requesting christening by the Chaplain or by a clergy person outside the institution? If an outside clergy person is being requested, the mother shall provide the name and address of the religious institution and its leader;
 2. The method of christening being requested (sprinkling with water or no use of water);
 3. The Chaplain may request the participant to complete a written form stating the above information.
- B. The facility Chaplain may assist the participant in locating a supporting congregation.
- C. The Chaplain shall issue a memo a week in advance of the christening date to the Shift Supervisor, Control and Maternal-Child Healthcare Coordinator. This memo shall include the date, time, location, requested assistance, and names of any incarcerated individuals, staff, visitors, and volunteers attending the christening.

XVI. LEATH MCHU MENTOR:

HEALTH CARE SERVICES DIRECTIVE-ADULT

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
2.18A	1/1/2025	16	19
Title			
OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

1. Selection of the mentors shall be approved by the Maternal-Child Healthcare Coordinator.
2. Incarcerated individuals interested in a mentor position must complete the “Mentor Application Packet” (Attachment H).
3. Mentors must be CPR and First Aid certified prior to job assignment.
4. Mentors cannot watch more than two (2) children at a time.
5. Mentors are not assigned to care for specific children and may not refuse to watch a child when appropriate practices for securing childcare have been followed by the participant.
6. Mentors must be physically and mentally capable of caring for children of all ages.
7. In the event of an accident or infant injury an Infant Injury Report (Attachment D) must be completed within one (1) hour of incident. Custody Supervisor must be contacted.

XVII. COUNT:

The children living in the LEATH MCHU housing unit are not included in the facility's procedures for formally counting the incarcerated.

XVIII. STAFF AND TRAINING FOR MCHU UNIT:

Employees assigned to the MCHU unit shall participate in specialized training. Training shall be coordinated by the Maternal-Child Health Coordinator. The specialized training shall include but not be limited to guidelines, policies, and procedures for the following:

1. Breastfeeding;
2. Safe sleep;
3. Outdoor playtime;
4. Appropriate search/shakedown times;
5. Quietness;
6. Infant emergency;
7. Child abuse reporting; and,
8. Other training as determined by the Maternal-Child Health Coordinator

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 17	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

XIX. TRANSPORTS:

1. During standard business hours, the Maternal-Child Healthcare Coordinator or designee shall transport newborns to and from the facility should the newborn be unable to be transported with the mother.
2. Custody staff shall pick up newborns outside of business hours, weekends, and on State holidays. Whenever possible, newborns shall be transported with their participant parent by Custody staff.
3. Staff transporting newborns shall be trained in car seat installation or shall ensure that another facility or hospital employee that has completed car seat installation training installs the car seat prior to transport.
4. Prior to transporting newborns, staff shall obtain the infant's medical file, all relevant paperwork, and a car seat from the designated location prior to retrieving the newborn. The hospital shall have a scanned copy of the infant's Power of Attorney and State Form 53845, "State Owned Vehicle's Passenger Waiver of Liability."
5. The newborn's medical paperwork shall remain with them through pickup and shall return to the MCHU file storage upon return to the facility. All documents obtained during the visit shall be kept in the MCHU. No documents are permitted to be removed from the folder. The Health Services vendor shall not receive any of a MCHU child's medical paperwork
6. MCHU participants are permitted to keep all childcare supplies and post-delivery supplies given to them by the hospital. These supplies shall be transported back with the transport officer and reviewed by the Health Services vendor if other than diapers or extra formula which shall return with participant to the unit.

XX. MCHU INFANT MEDICAL FILES:

1. Files should remain in a locked cabinet on the MCHU;
2. Custody staff should not access files unless needed for newborn transport or an emergency medical need;
3. MCHU child files contain but are not limited to records from all medical appointments, insurance cards and paperwork, Social Security cards, and Birth

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 18	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

Certificates received for the child. Files shall also contain the infant's power of attorney, birth confirmation letter, and Maternal Health History paperwork.

XXI. USE OF VOLUNTEERS:

The MCHU shall utilize volunteers as educational programming providers, mentors, and for other purposes as needed in the MCHU as directed by Policy and Administrative Procedure 01-03-103, "Community Engagement."

XXII. PARENTS NOT ELIGIBLE FOR LEATH MCHU:

A supportive transition plan shall be created for parents not eligible for Unit participation prior to delivery or within three (3) days of returning to the Indiana Women's Prison post-delivery.

Staff shall adhere to HCSD 3.09A, "Maternal Health Care," regarding parents not eligible for LEATH MCHU.

XXIII. MEDIA INVOLVEMENT:

At no time shall an MCHU child's full name be distributed on any social media site or media release. Social media post and media releases involving MCHU participants and children shall adhere to Policy and Administrative Procedure 00-03-101, "Distribution of Information."

XXIV. TRANSITION INTO COMMUNITY:

The Transitional Healthcare Facilitator or designee shall arrange for a comprehensive and individualized release plan to be established within ninety (90) days from the mother's earliest projected release date (EPRD) or as soon as the Maternal-Child Health Coordinator is made aware of the impending release. The release plan shall include, but is not limited to locating a pediatrician, community family enrichment activities, childcare options, and social services.

MCHU child shall be released with the minimum items:

- Three (3) season appropriate outfits
- Three (3) sleepers
- Three (3) onesies
- Two (2) pairs of socks

HEALTH CARE SERVICES DIRECTIVE-ADULT Indiana Department of Correction Manual of Policies and Procedures			
Number 2.18A	Effective Date 1/1/2025	Page 19	Total Pages 19
Title OFFICER BREANN LEATH MEMORIAL MATERNAL-CHILD HEALTH UNIT			

- Two (2) pairs of shoes
- One (1) coat or jacket
- One (1) diaper bag

Participants may request additional childcare items for release. The Maternal-Child Health Coordinator shall attempt to obtain needed items as available through donated property.

XXV. DATA COLLECTION:

The HSA shall provide data including but not limited to participant's name, estimated due date, substance use history, and any potential health concerns to the Maternal-Child Health Coordinator within 7 (seven) calendar days of the mother's arrival to the facility.

Maternal-Child Health Coordinator shall collect data post-delivery for all pregnant individuals including but not limited to baby's name, birth date, birth weight, location of child post-delivery, and birth complications.

XXVI. TERMINATION FROM PROGRAM:

MCHU program mothers and mentors may be removed from the program at any time for failure to comply with rules and policies.

XXVII. APPLICABILITY:

This HCSD is applicable to the Indiana Women's Prison and the Department's Health Services Division.

signature on file
Adrienne Bedford, MD
Chief Medical Officer

12/5/24
Date