

	State of Indiana Indiana Department of Correction Division of Youth Services	Effective Date 4/1/2022	Page 1 of 4	Number 1.02Y
HEALTH CARE SERVICES DIRECTIVE-YOUTH SERVICES Manual of Policies and Procedures				

Title HEALTH CARE 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 Healthcare Standards

I. PURPOSE:

This HCSD describes the organizational structure and assignment of responsibilities within the Department's Health Services programs.

II. PROCEDURE:

- A. Provision of Health Services to youths encompasses physical health, behavioral health, and transitional health and services provided in locations within correctional facility confines, and at 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 must report to a single Responsible Health Authority. At the facility 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.
- D. As the Responsible Health Authority, the HSA arranges for all levels of health service and assures quality, accessibility, and timely health services for youths.
- E. The HSA is the chief administrative officer (at the local level) for the Health

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Services delivery system serving the facility youth populations. The HSA has responsibilities to the Warden, Central Office, and the Health Services vendor. The HSA shall review and implement site specific 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 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 the State Board of Accounts/Department procedures as applicable);
 2. Monitoring of and accounting for services to youths by contractual providers within the facility and services provided to youths 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 youths;
- Establishing communication and reporting processes consistent with Department procedures and designed to promote the orderly flow of information within the organization;
- Establishing and enforcing lines of authority and accountability that 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,

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- 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;
- Develop a quality management program in cooperation with Health Services vendor Staff and in accordance with HCSD 2.25Y, "Continuous Quality Improvement."
- Attend department head and incident monitoring meetings.

G. HSAs will have a strong health care background. A facility physician shall be designated as the 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 clinical issues. Similarly, the final authority regarding clinical dental decisions lies with the facility's Dental Director and the final authority regarding clinical mental health decisions with the Lead Psychologist (subject to medical autonomy on the part of the psychiatrist).

H. All facility Health Services programs that have more than one 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.

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 youth for services at another facility/location.

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- I. The HSA shall facilitate the effective management of the Health Services program by establishing, minimally, the following standing committees:

Name	Meeting Frequency	Minimum Membership	Recipients for Minutes (minimum)
Health Services Staff	Monthly	Physicians, APNs, HSA, Dentists, and Director of Nursing, and Supervisors	Members, Warden, or designee, Central Office Health Services Division Director-QAM
Quality Assurance	Monthly	Physicians, APNs, Dentists, Director of Nursing, HSA	Members, Warden, Regional office, CQI coordinator
Administrative Meeting including Warden	Quarterly	HSA, Warden	Members, Central Office Health Services Division, QAM

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

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IV. APPLICABILITY:

This HCSD is applicable to all facilities providing Health Services to youth.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date