



State of Indiana  
Indiana Department of Correction  
Division of Youth Services

Effective Date

4/1/2022

Page 1 of

3

Number

1.09Y

**HEALTH CARE SERVICES  
DIRECTIVE-YOUTH SERVICES  
Manual of Policies and Procedures**

Title

**ADMINISTRATIVE MEETINGS AND REPORTS**

Legal References  
(includes but is not limited to)

IC 11-8-2-5

Related Policies/Procedures  
(includes but is not limited to)

01-02-101

Other References  
(includes but is not limited to)

National Correctional Healthcare  
Standards

**I. PURPOSE:**

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

**II. GUIDELINES:**

**A. 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 representatives of multiple clinical, administrative, and operational divisions. This includes, but not limited to:

- Health Service Administrator (HSA) or designee
- Lead Psychologist or designee
- Addiction Recovery Director or designee
- Warden or designee
- Unit Manager(s) or designee
- Classification Supervisor or designee
- Transitional Healthcare Facilitator

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Number 1.08Y	Effective Date 4/1/2022	Page 2	Total Pages 3
Title <b>ADMINISTRATIVE MEETINGS AND REPORTS</b>			

Discussion points are as follows:

- Complex Physical Health cases
- Complex Behavioral Health (Mental Health and Addiction Recovery) cases
- Backlogs and vacancies
- Custody concerns (including difficult to manage youths)
- Case Management and Re-Entry needs
- Transitional Healthcare Special needs release within 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 Retention Schedule.

**B. Health Services Meetings**

Monthly, the Health Services department 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.

**C. Continuous Quality Insurance (CQI)**

Each facility shall also 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 Retention Schedule.

**D. Statistical Reports**

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

- The number of youths receiving services by category of care
- Referrals to specialists
- Deaths
- Serious infectious diseases (e.g., hepatitis, HIV, STDs, TC)

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Page

3

Total Pages

3

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**ADMINISTRATIVE MEETINGS AND REPORTS**

- Emergency services provided to youths
- Access, timeliness of health services (backlogs) including follow up:
- Missed appointments
- Performance-Based outcome measures
- Dental procedures performed
- Grievances

The HSA shall also provide the required Performance-Based outcome measures to the appropriate facility staff.

E. Weekly Reports

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

F. Reporting to Health Services Division (Central Office)

Copies of minutes and reports shall be forwarded to the Quality- Assurance Managers, the medical administrative assistant and other offices as requested. The site shall maintain these records on Microsoft teams platform under their site specific location on teams.

G. Other Meetings

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 facilities providing Health Services to youths.

signature on file

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Kristen Dauss, MD  
Chief Medical Officer

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Date