



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

Title

TRANSFER SCREENING

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 purpose of this health care services directive (HCSD) is to ensure all intra-system transfer youth receive a health screening and health record review which commences on their arrival at the receiving facility.

II. DEFINITIONS:

- A. **FACILITY STAFF:** Staff employed by the facility, usually a Custody officer, who sees the youth immediately upon arrival.
- B. **INTRA-SYSTEM TRANSFER:** A youth who is transferred from one facility to another within the Indiana Department of Correction or a youth who has been through an Intake facility, has an already established health record, who has left the correctional system and returned to the same facility (e.g., out to court).
- C. **SENDING FACILITY:** The facility transferring out the youth.
- D. **RECEIVING FACILITY:** The facility accepting the transferring youth

III. GUIDELINES:

- A. Transfer screening activities for intra-system transfer ensures that a youth continues to receive appropriate health care services for health problems which have already been identified and to screen for any new problems which may have developed during transport.
- B. The youth must receive necessary health services which were planned or initiated at the previous facility in a continuous fashion. This will be verified and communicated with the receiving facility for pending scheduled appointments and procedures.
- C. The sending facility must initiate steps to transfer any pending tasks in the electronic medical record to the receiving facility.
- D. Transfer screening must commence on the youth's arrival. Facility staff who meet the youth upon arrival must complete a Point of Entry form (State Form 45998) and question the youth about the following:

HEALTH CARE SERVICES DIRECTIVE-YOUTH SERVICES			
Indiana Department of Correction-Division of Youth Services			
Manual of Policies and Procedures			
Number 2.07Y	Effective Date 4/1/2022	Page 2	Total Pages 3
Title TRANSFER SCREENING			

1. Whether the youth is being treated for a medical, dental or mental health problem
2. Whether the youth is presently on medication including medication used to manage a mental illness
3. Whether the youth has a current medical, dental, or mental health complaint
4. Whether the youth has a present suicide ideation
5. Whether the youth has a history of suicidal behavior
6. Whether the youth has a history of inpatient and outpatient psychiatric treatment or treatment for substance abuse

E. On the Point of Entry form, facility staff must observe:

1. The youth's general appearance and behavior
2. Note the presence of any physical deformities
3. Whether there is any evidence of abuse or trauma
4. Whether the youth is displaying current symptoms suggestive of psychosis, depression, anxiety, or aggression (e.g., acting strangely or in a bizarre manner, unkempt, disheveled, timid, fearful, hostile or angry)

And record the disposition of youths to one of the following:

1. To general population
2. To general population with appropriate referral to health care or mental health care services
3. Referral to appropriate health care or mental health services for emergency treatment

The facility staff completing the form must sign and date it. The time the form was completed must be included with the date.

- F. Facility staff completing the POE form should complete the computer based training (CBT) training module on how to complete and manage this form.
- G. A licensed nurse must review the Point of Entry form and complete the Intake screening template in the electronic medical record. This template must be completed within 12 hours of arrival for youths transferring to a facility with on site, 7-day per week nursing services. In facilities with less than 7-day on site nursing services the Intake template in the electronic medical record must be completed within 24 hours of the youth's arrival however the nurse must review the documentation in the electronic medical record within 12 hours of the youth's arrival. The review of the electronic medical record may be completed before the youth physically arrives at the facility.
- H. The suicide risk assessment must be completed on the intake template in accordance with HCSD 4.03Y, "Mental Health Services."
- I. The ability of the youth physically to perform kitchen work should be indicated on the intake template.
- J. Diagnostic tests which were completed at the sending facility should not be duplicated or

HEALTH CARE SERVICES DIRECTIVE-YOUTH SERVICES

Indiana Department of Correction-Division of Youth Services

Manual of Policies and Procedures

Number 2.07Y	Effective Date 4/1/2022	Page 3	Total Pages 3
Title TRANSFER SCREENING			

repeated unnecessarily at the receiving facility unless the test is clinically indicated.

- K. Youths transferred from an Intake facility who did not receive any portion of the Intake medical, dental or mental health assessments must have these assessments completed as soon as possible. Vaccines should be updated if necessary.
- L. A Snellen eye screening exam must be completed for those youths transferring from an intake unit.
- M. Youth who need to be enrolled in chronic care clinic should be added to the facility's master chronic care list and seen in chronic care clinic no later than 90 days after the Intake physical or last chronic care encounter.
- N. The nurse reviewing the youth's health record should review the last annual health screen, if the youth has been in the Department for at least 1 year, to ensure necessary screening activities including tuberculosis screening have been completed. If the youth is overdue for their annual health screen, the nurse should complete the screen at the time the transfer screen is done or schedule the offender for their annual health screen as soon as possible. Preventives services which were due should be scheduled or if offered and refused, an appropriately executed refusal form should be completed.

III. APPLICABILITY:

This HCSD is applicable to all Division of Youth Services facilities.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date