

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 4 -JDF-4C-04, 33 1-JBC-4C-32 NCCHC Y-32
CHAPTER: Health and Safety Services		AUTHORITY: KRS 15A.065
SUBJECT: Hospital Care		
POLICY NUMBER: DJJ 404.8		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Each DJJ facility shall make arrangements in advance for providing both in-patient and out-patient hospital care for medical conditions.

II. APPLICABILITY

This policy shall apply to group homes, detention centers, and youth development centers.

III. DEFINITIONS

Refer to Chapter 400.

IV. PROCEDURES

- A. DJJ programs shall have an agreement with each hospital or urgent care center it utilizes for in-patient and out-patient medical/surgical services. The agreement shall state the medical facility shall accept facility youth. A copy of the agreement letter shall be maintained by the superintendent or designee. All staff shall be aware of the facilities to be utilized in a non-emergency situation. These agreements shall be reviewed as necessary by the responsible parties. The agreement is ongoing unless canceled by one or both parties with 30 days notice.
- B. DJJ facilities shall develop procedures for the transfer of DJJ youth to a hospital or urgent care facility. The procedures shall include:
 - 1. Transferring a summary of the Medical Record;
 - 2. Transporting of youth;
 - 3. The requirement of personnel to accompany youth to the medical facility; and,
 - 4. Receiving a summary of treatment.
- C. The Medical Director shall approve non-emergency hospital care or outpatient surgery.

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- D. Staff shall accompany youth to the hospital and stay with them through admission. Upon admission, youth shall require around-the-clock supervision during their stay at the hospital. When warranted, a medical escort will accompany transporting staff.
- E. An incident report shall be completed any time a youth is taken to a hospital or emergency medical care facility for acute medical care. The Superintendent or designee shall notify the DJJ Fiscal Branch Manager via email whenever a youth is admitted to a hospital for any reason. Notification shall occur within one business day of admission and shall include:
 - 1. The youth's name;
 - 2. Date of Birth;
 - 3. Social Security number;
 - 4. County of Residence;
 - 5. Insurance Coverage prior to admission to DJJ facility;
 - 6. The name of the hospital;
 - 7. A general description of the youth's condition; and,
 - 8. An expected discharge date (if available).
- F. The facility Superintendent or designee shall maintain contact with the Fiscal Branch Manager when a youth is hospitalized, and shall notify the Fiscal Branch of any anticipated major expenses as a result of treatment. The Fiscal Branch Manager shall be notified of any post-discharge medical treatment or follow-up care that could result in significant cost to DJJ which would not be covered by Medicaid.
- G. Parents or legal guardians shall be notified of hospitalization of a youth.
- H. A discharge summary from the medical facility shall be obtained prior to returning to a DJJ facility. The discharge summary shall be placed in the youth's medical record for review.
- I. The facility Registered Nurse, the Nurse Administrator, or Director of Medical Services shall be contacted upon return of the youth from the hospital. Follow up care shall be coordinated with the primary care provider. If treatment is to be provided in the facility, the Superintendent or designee shall ensure the availability of adequate staffing, including health-trained staff, to provide continuity of care.

V. MONITORING MECHANISM

The Medical Director or designee, the facility Superintendent or designee, the Quality Assurance Branch, the Nurse Administrator, and the Registered Nurse, shall accomplish monitoring.