



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
505 KAR 1:120
4-JDF-46-48
3-JCRF-4C-28, 29
4-JCF-4C-08, 09, 22,31-33; 4D-08
1-JBC-4C-44-46
NCCHC
Y-H-01, Y-H-02, Y-H-04 thru Y-H-05

CHAPTER: Health and Safety Services

AUTHORITY: KRS 15A.065

SUBJECT: Medical Records

POLICY NUMBER: DJJ 403

TOTAL PAGES: 3

EFFECTIVE DATE: November 4, 2020

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, COMMISSIONER

I. POLICY

A confidential Medical Record shall be maintained for each youth and shall be available to, and used for documentation by, all facility health care practitioners in each clinical encounter with youth.

II. APPLICABILITY

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

LIMITED APPLICABILITY

In day treatment centers, medical attention administered to youth (e.g. first aid, referrals for health care) shall be documented in the Progress Notes in accordance with DJJPP Series 300 for inclusion in the youth's Individual Client Record. Security and confidentiality of information shall be maintained in accordance with DJJPP Series 100 (Employee Code of Ethics) and Series 300 (Individual Records).

III. DEFINITIONS

Refer to Chapter 400.

IV. PROCEDURES

- A. Group homes, detention, and youth development centers shall maintain a health record for each youth in accordance with protocol approved by the Medical Director.
- B. The Medical Record shall be maintained separately from the youth's Individual Client Record while at the program. The registered nurse (RN) or, in programs

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- without a full-time RN, a health-trained designee shall be responsible for the maintenance of the Medical Record.
- C. The Medical Record shall be marked as confidential, and secured unless in use. Confidentiality shall be maintained in accordance with DJJPP Series 100. Information in the Medical Record shall not be released to any person unless a release signed by the youth and guardian states specifically that medical information may be released. Behavioral health information shall not be released to any person unless a release signed by the youth and guardian specifically states that behavioral health information may be released. Reference Chapter 1 (Records Request).
 - D. Access to Medical Records shall be available only to the facility Nurse Shift Program Supervisor (NSPS); RN, L.P.N.; qualified health professional; Licensed Behavioral Health Professional (LBHP); psychiatrist; Regional Psychologist; Superintendent; Medical Director; Nurse Administrator; Chief of Mental Health Services; designated staff of the Quality Assurance Branch; and ACA standards compliance auditors. Specifically requested data shall be made available to the Department of Public Advocacy personnel.
 - E. DJJ programs shall develop procedures which ensure availability of Medical Records for review and for documentation to its health care providers, including the LBHP and the psychiatrist.
 - F. A medical summary shall accompany youth to off-site health care providers or when released from the facility.
 - G. Behavioral health records shall be maintained with the Medical Record.
 - H. Transfer of Medical Records and information to agencies outside DJJ shall require written authorization by the youth, and parent or guardian. Reference Chapter 1.
 - I. If a youth is transferred from a DJJ program to another DJJ program, the youth's original Medical Record shall be transferred with the youth in a sealed envelope. When a juvenile is transferred, the following is required:
 1. Confidentiality of health record shall be maintained;
 2. Medically sensitive conditions and specific precautions to be taken by transportation officers shall be addressed and documented prior to transport; and,
 3. Written instructions regarding medication and health interventions required in route shall be provided to transporting officers and shall be separate from medical records.
 - J. If the transfer is to a non-state operated program, that program shall receive a copy of health data, if requested, and only after appropriate Release of Medical Information authorization has been received.
 - K. Upon discharge, a discharge summary shall be forwarded to the Juvenile Service Worker, medical provider (as needed), and a copy forwarded to the parent. If

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the youth is eighteen (18) years of age or older, the youth shall be provided a copy of a discharge summary. A copy shall be maintained in the Medical Record.

- L. Upon discharge of a youth from a DJJ program, the RN shall review the Medical Record for completion of documentation and signatures. Any incomplete documentation shall be completed if possible and a late entry shall be included and identified when applicable.
- M. Original Medical Records shall be maintained at the program and disposed of according to the Kentucky Department for Libraries and Archives Record Retention Schedule or any revisions thereafter. Retained Medical Records shall be identified as confidential.
- N. If a youth returns to a DJJ program, the Medical Record shall be re-activated.

V. MONITORING MECHANISM

Monitoring shall be accomplished by the Superintendent or designee, the Registered Nurse, Quality Assurance Branch, the Medical Director or designee, and the Chief of Mental Health Services or designee.