



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part II – Youth Services (Facilities)**



*Subject:*

**Facility Health Services**

*Section – Policy Number:*

**D: Health and Mental Health – 1.0**

*Supersedes:*

**II-D-1.0 (12/12)**  
**II-D-1.0 (01/05)**  
**II-D-1.0 (12/03)**

*Effective Date:*


**10/02/2019**

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**3/12/2020**

**Related Standards and References:**

- [ORS 420A.010](#) (Creation and duties)
- [ORS 420A.125](#) (Youth offender; intake assessments; reformation plan; placement)
- [OAR Chapter 416, Division 340](#) (Medication Management)
- [OAR Chapter 416, Division 105](#) (Disclosure of Youth Case Record Information)
- [OAR 851-045](#): Standards and Scope of Practice for the Licensed Practical Nurse and Registered Nurse
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities* Health and Mental Health
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-4C-01 through -04; 4-JCF-4C-06 through -09; 4-JCF-4C-14; and 4-JCF-4C-27
- National Commission on Correctional Health Care, *Standards for Health Services in Juvenile Detention and Confinement Facilities 2015*
- Secure Adolescent Inpatient Program MOU: [OYA contract number 11336](#)
- [OYA policy](#): I-A-10.0 (Preventing, Responding to, and Monitoring Youth Sexual Abuse)
- II-A-1.5 (Agency Case Review; DOC Early Transfer Protocol)
- II-A-3.0 (Interactive Supervision of Youth)
- II-A-3.1 (Facility Youth Transports and Escorted Trips)
- II-D-2.2 (Suicide Prevention in OYA Close-custody Facilities)
- II-D-1.4 (Medication Management)
- [OYA forms](#): YA 4004 (Youth Correctional Facility Medical- Dental- Optical Consent)
- YA 4406 (HIV Test Informed Consent)
- YA 4408 (YCF Initial Health Screen)
- YA 4492 (Incoming Transfer Health Screen)
- YA 4409 (YCF Mental Status Assessment)
- YA 4413 (YCF Brief Mental Status Assessment)
- YA 4416 (Health History and Physical Assessment)
- YA 4426 (Health Care Request Form)
- YA 4435 (Intake Psychological Evaluation)
- YA 4448 (Referral for Psychiatric Evaluation)
- YA 4450 (Referral for Psychological Evaluation)
- YA 4452 (Psychology Progress Report)
- YA 4491 (Health Status Summary for Discharge/Transfer to OYA Community Placement or Facility)
- YA 6300 (Oregon State Hospital Transfer Request)

<b>Related Procedures:</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">HS I-E-2.2 (b)</a> Facility Medical File Transfer</li> <li>▪ <a href="#">HS I-A-10.0</a> Preventing, Detecting, and Responding to Youth Sexual Abuse/Assault</li> </ul>
<b>Policy Owner:</b>  Health Services Assistant Director	<b>Approved:</b>  <hr/> Joseph O'Leary, Director

**I. PURPOSE:**

This policy provides general standards for health services available to youth in OYA facilities.

**II. POLICY DEFINITIONS:**

**Health assessment:** The process whereby the health status of a youth is evaluated, including questioning the youth regarding symptoms. The assessment includes a medical history, physical examination, and diagnostic testing, as appropriate.

**Health screening:** A process of structured inquiry and observation designed to prevent newly arrived youth who pose a threat to their own or others' health or safety from being admitted to the facility's general population, and to provide them rapid medical care, as necessary.

**Health Services:** Includes medical, nursing, dental and psychological services.

**Psychiatric/Psychological evaluation:** A clinical interview and chart review administered by a psychologist, psychiatrist, or psychiatric mental health nurse practitioner to assess a youth's psychological status, and to identify any psychological or psychiatric disorders. If indicated in the interview, psychological tests /assessment instruments used to identify mood, personality, or attention problems, psychopathy, or other psychological disorders may be administered. Depending on the circumstances of the case, family members and other collateral persons may also be interviewed.

**Qualified health care professional:** Includes physicians, physician assistants, nurse practitioners, nurses, dentists and others who are permitted by law within the scope of their professional practice acts to evaluate and care for patients.

**Qualified Mental Health Professional (QMHP):** A person who provides mental health treatment services to youth in OYA facilities and meets the following minimum qualifications:

1. The person is a licensed medical practitioner;
2. The person has a current Oregon clinical mental health license in good standing; or
3. The person meets the following minimum qualifications:
  - a) Holds any of the following educational degrees:
    - (1) Graduate degree in psychology; or

- (2) Bachelor's degree in nursing and licensed by the State of Oregon; or
  - (3) Graduate degree in social work; or
  - (4) Graduate degree in a behavioral science field; or
  - (5) Graduate degree in recreational, music, or art therapy; or
  - (6) Bachelor's degree in occupational therapy and licensed by the State of Oregon; and
- b) Whose education and experience demonstrate the competency to identify precipitating events; gather histories of mental and physical disabilities, alcohol and drug use, past mental health services and criminal justice contacts; assess family, social and work relationships; conduct a Mental Status Examination; document a DSM Diagnosis; write and supervise a treatment plan; draft a Mental Health Assessment and provide individual, family and group therapy within the scope of their training.

**Sick call:** Anytime a nurse receives a health care request from a youth with medical, dental, or mental health complaints, and evaluates the youth, or the youth is scheduled to see a health care practitioner for the complaint.

### III. POLICY:

OYA ensures all youth receive health services in an appropriate and timely manner. OYA has been determined to be an entity not covered by the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996; however, youth health information may only be shared by health care staff with non-treating staff only as is necessary for the performance of their job duties and as necessary to protect the health and safety of youth and facility staff.

Health Services staff must provide specialized health services to youth only within the scope of the Health Services staff's training.

Health Services staff are not responsible for the transportation and supervision of youth to medical appointments, either at the facility or in the community. Supervision and transportation of youth during medical appointments is addressed in OYA policies II-A-3.0 (Interactive Supervision of Youth) and II-A-3.1 (Facility Youth Transports and Escorted Trips), Health information may be shared with transport staff if necessary to ensure staff and youth safety.

### IV. Physical Health General Standards:

#### A. Health screenings

1. A health-trained staff (OYA transition camps only) or qualified health care professional must complete a health screening on a youth within one hour of the youth's admittance to any facility.
  - a) For initial commitments to OYA (MYCF and OCYCF), form YA 4408 (Initial Health Screening) must be completed in its entirety.
  - b) For youth admitted to regional facilities or transferred to MYCF from a regional facility, form YA 4492 (Transfer Health Screen) must be completed.

2. If the screening is completed by a health-trained staff at an OYA transition camp, the findings will be reviewed by a qualified health care professional at the first opportunity.
3. The health screening must be completed prior to the youth entering the general population.
4. Information obtained during the Initial Health Screening that must be communicated to staff in writing immediately includes:
  - a) Food or drug allergies;
  - b) Immediate health problems, including prescribed medications and treatment instructions;
  - c) Acute and chronic health conditions that may require special care and treatment instructions such as diabetes, seizure disorder respiratory disorders, heart conditions, fractures, and post-surgical care;
  - d) Medical restrictions;
  - e) Special dietary requirements;
  - f) Follow-up care requirements; and
  - g) Appointments for specialized health services.
5. All other health information may not be shared unless authorized by statute or determined by a facility qualified health professional as necessary for facility staff to perform their job duties.

**B. Incoming medications on intake**

The intake nurse must renew a youth's medication(s) for 30 days when a youth is initially admitted to OYA close custody (MYCF or OCYCF) with medication. The medication must be reviewed by a physician, nurse practitioner, or physician assistant during the youth's health assessment (section C below) and renewed, changed, or discontinued.

**C. Health assessments – Initial commitment to OYA (MYCF and OCYCF)**

A full Health History and Physical Assessment (YA 4416) must be completed by a physician, nurse practitioner, or physician assistant on each youth within seven days of the youth's initial admittance to OYA close custody (MYCF or OCYCF). The assessment must include:

1. A review of the results of the Initial Health Screening;
2. A complete health history of medical, dental and psychiatric treatment and needs;

3. Review of all medications to determine whether the medication is renewed, changed, or discontinued;
4. A review of immunization records and a plan to update immunizations;
5. Tuberculosis screening;
6. Height, weight, Body Mass Index (BMI), pulse, blood pressure and temperature;
7. Youth ages 12 to 20 years old: complete the BMI for age percentile graph (screen for appropriate body weight);
8. Hearing and vision screening;
9. Physical examination by a physician or nurse practitioner;
10. Gynecological assessment of females (when clinically indicated) by a physician or nurse practitioner, frequency of pap smears per current health care guidelines;
11. A referral for pregnant youth to the contracted OB/GYN for prenatal care;
12. A screening test for Gonorrhea and Chlamydia;
13. Screening bloodwork for Hepatitis C, HIV, and Syphilis;
14. Other laboratory and diagnostic tests for communicable diseases, including other sexually transmitted infections, as determined by the physician or nurse practitioner;
15. Screening lab work that is medically necessary;
16. A review of all results and findings by a physician, nurse practitioner, or physician assistant, and a review of any available medical records; and
17. Initiation of any appropriate treatment.

D. Dental care

1. Initial commitment to OYA (MYCF and OCYCF): A dentist must complete an oral examination on a youth within 30 days of the youth's initial admission. A treatment plan must be developed.
2. A dentist must provide a youth oral treatments based on the youth's dental treatment plan.

Referrals must be made to oral health care specialists for specialty services when medically necessary for proper mastication and to maintain the youth's health.

3. Transfer to another OYA facility: A nurse must complete a referral to a community dentist for completion of the dental treatment plan, if it is not completed and the treatment is medically necessary.

Copies of the youth's panoramic X-rays must be sent by MYCF clinic to the treating community dentist.

4. Health Services staff must ensure oral hygiene instruction is provided to youth.
5. Health Services staff must ensure all youth have their teeth cleaned every six months by a dental professional, and that an annual dental check-up is completed by a dentist.

E. Chaperone

1. An assigned nurse must always be present in the clinic exam room during youth visits with a physician, nurse practitioner, or physician assistant.
2. Nursing staff must have another staff present whenever nursing staff must examine a youth's genital or breast areas.

F. Health assessments - Transfer from OYA intake facility to the treatment OYA facility

1. The nursing staff at the receiving facility (health-trained staff at transition camps) must screen the youth face-to-face within one hour of arrival at the facility. The focus of the screening is on the youth's appearance, behavior, and recounted problems the youth may say occurred during the transfer process.

The screening must be documented on the Transfer Health Screen form (YA 4492) with the screening staff's signature, date and time of completion, and placed in the youth's medical file.

2. Nursing staff (health-trained staff at transition camps) must review the youth's health record or summary within 12 hours of arrival to ensure:
  - a) Continuity of care is initiated;
  - b) Missing initial assessments (health, mental health, dental) are identified and any required assessments are scheduled; and
  - c) Records from the sending facility are in the electronic health record.
3. The receiving facility's physician, nurse practitioner, or physician assistant must do the following within seven days of the youth's arrival:

- a) Review the youth's Health History and Physical Assessment form (YA 4416). If one was not completed at the intake facility, complete the YA 4416;
- b) Review the youth's electronic medical file;
- c) Verify that all screenings have been completed;
- d) Follow-up on all test results;
- e) Initiate or complete any necessary treatment as appropriate; and
- f) Document this review has been completed by placing a note in the youth's electronic medical file.

G. Health assessments - Readmission to an OYA facility

1. The physician, nurse practitioner, or physician assistant must follow the same process described for initial commitments (section IV.C. above) except that the YA 4416 must be completed again only if it has been more than six months since the youth left close custody.
2. The physician, nurse practitioner, or physician assistant may complete a limited physical exam if the last full exam was completed no longer than one year ago (depending on clinical judgment of the physician or nurse practitioner).
3. The clinic physician, nurse practitioner, or physician assistant must, at a minimum, complete a quick check and exam of youth who are readmitted to an OYA facility less than six months after departure to ensure that there has been no change in health status.

H. Health assessments - OYA facility periodic assessments

The physician, nurse practitioner or physician assistant at each facility clinic in collaboration with the OYA medical director must determine the frequency and content of periodic health assessments of youth based on nationally-recognized professional standards such as the American Academy of Pediatrics or American Academy of Family Practice.

I. Youth health education and counseling

1. Health Services staff must provide youth education on their diagnosed medical condition, medications and self-management of disease.
2. Health Services staff must provide education and counseling on:
  - a) Sexually transmitted diseases and prevention practices;
  - b) Contraceptive options;

- c) Self-exams as appropriate (e.g., testicular, breast);
- d) Healthy eating, healthy habits, exercise and maintaining healthy body weight; and
- e) Oral hygiene instruction.

J. Requests for non-emergency health care

1. Each OYA facility must provide youth a daily opportunity to submit a health care request form (YA 4426) directly to Health Services staff.
2. Health Services staff must review each request for care within 24 hours of receiving the request.
3. In OYA transition camps where Health Services staff are not on duty, health-trained staff must review and respond to health care requests and make timely arrangements for an appointment with the camp's contracted community health care provider.
4. Health Services staff must triage and prioritize non-emergency health care requests.
5. Health Services staff must document each request in a facility medical log or file.
6. The qualified health professional must document medical care provided in the youth's medical record.

K. Sick call

1. Sick call must be conducted by a qualified health care professional on a regularly-scheduled basis.
2. Not every sick call request requires a sick call appointment; however, when a sick call request describes a clinical symptom, the health care professional must have a face-to-face encounter with the youth.
3. The qualified health professional must document the encounter in the youth's medical record.
4. Youth must be scheduled to see the clinic physician, nurse practitioner or physician assistant for medical complaints that cannot be addressed by nursing staff or that are outside the scope of practice of the nursing staff.

L. Health evaluation of youth isolated or segregated from the general population

1. A qualified health professional must medically assess, in person, on a daily basis (more frequently, as deemed necessary, based on any



identified medical/mental health condition) each youth who is isolated or segregated from the general population.

2. This assessment must include:
  - a) Notation of any signs of trauma;
  - b) Notation of any signs or symptoms of illness;
  - c) Comments regarding the youth's attitude and outlook; and
  - d) Changes in mental status.
3. The qualified health professional must document the assessment in the youth's medical record and contact the clinic physician, nurse practitioner, or physician assistant with any abnormal findings.

M. Youth sexual assault/abuse

If a youth may have been sexually abused and the abuse may have occurred within 96 hours, Health Services staff must arrange for the youth to be transported to a medical emergency room or a facility in the community that is equipped to evaluate, collect physical evidence, and treat victims of sexual abuse.

1. Staff must schedule the youth to see a physician, nurse practitioner or physician assistant upon the youth's return to an OYA facility.
2. The physician, nurse practitioner, or physician assistant must determine if all necessary prophylactic treatment and timely access to emergency contraception has been given to the youth. If not, the physician or nurse practitioner must administer all necessary prophylaxis (including follow-up care for sexually transmitted diseases or other communicable diseases as appropriate) and emergency contraception.
3. The physician, nurse practitioner, or physician assistant must provide female youth follow-up monitoring for pregnancy.
4. Staff must refer the youth to a mental health practitioner for crisis intervention and counseling, assessment for suicide potential and long-term follow-up.
5. A mental health practitioner must meet with the youth within 24 hours of the medical examination.
6. Refer to OYA policy I-A-10.0 (Preventing, Detecting, and Responding to Youth Sexual Abuse and Sexual Harassment) for additional information on youth sexual assault/abuse response.

## V. Mental Health General Standards:

- A. A Qualified Mental Health Professional (QMHP) must complete an Initial Mental Status Assessment (Form YA 4409) or Brief Mental Status Assessment (Form YA 4413) within one hour of a youth's admittance to an OYA facility.
1. A YA 4409 must be completed when a youth is initially committed to OYA close custody, or is returning to close custody on a parole revocation after more than six months of release from close custody.
  2. A YA 4413 must be completed when a youth is transferred between OYA facilities, or is returning to close custody on a parole revocation within six months of release from close custody.
  3. For initial commitments and parole revocations, the assessment must be reviewed by a Treatment Services Supervisor within seven days of its completion.
  4. Refer to OYA policy II-D-2.2 (Suicide Prevention in Close-custody Facilities) for observation, supervision, and clinical review requirements for youth determined to be at risk of suicidal behavior after receiving mental status assessment.
- B. Initial psychological evaluation
1. A staff or contracted psychologist, or psychologist resident, must complete a psychological evaluation on each youth who is admitted into an OYA facility for the first time, unless a psychological evaluation has been done within six months prior to the youth's admittance.
    - a) The initial psychological evaluation must be completed within 30 days of the youth's admittance, and documented in the youth's electronic medical record, and JJIS (YA 4435 - Intake Psychological Evaluation).
    - b) If a psychological evaluation has been done within six months prior to the youth's admittance, a staff or contracted psychologist, or psychologist resident must review the evaluation and determine if any follow-up is needed.
  2. A staff or contracted psychologist, or psychologist resident, must complete a psychological evaluation on a youth who is returning to close custody on a parole revocation, as determined by the intake QMHP, psychologist, or other mental health professional.

The psychological evaluation must be documented in the youth's electronic medical record, and JJIS (YA 4435 - Intake Psychological Evaluation).

C. Initial psychiatric evaluation

If a youth who is admitted to an OYA facility from the community is taking a psychotropic medication, a psychiatrist or psychiatric mental health nurse practitioner must complete a psychiatric evaluation within 14 days of the youth's admittance. The psychiatric evaluation must be documented in the youth's electronic medical record.

D. Ongoing mental health services

1. The Development Services assistant director and OYA medical director must ensure mental health services are available to all youth in OYA close custody.
2. Mental health services are provided as requested by a youth's MDT or by referral. Referrals may be made in writing from a youth's parent/guardian, facility staff, QMHPs, Health Services staff, juvenile parole/probation officers, courts, or a youth.
3. The level of services to be provided must be determined by a Qualified Mental Health Professional (QMHP).
4. Revised  
3/12/20 Referrals for psychological evaluations, other than initial evaluations, must be documented in a YA 4450 (Referral for Psychological Evaluation) JJIS assessment. These referrals are triaged by the designated psychologist.
5. Referrals for psychiatric evaluations, other than initial evaluations, may be documented in a YA 4448 (Referral for Psychiatric Evaluation) JJIS assessment. These referrals are triaged by the assigned mental health nurse.
6. A QMHP or facility counselor must reassess each youth at every MDT review to review current mental status and to determine service needs.

**VI. Youth Transfers - Physical and Mental Health Information**

A. Youth transfers to an OYA facility with in-house Health Services staff

1. The transporting staff must transport the following in a sealed package clearly labeled with the youth's name:
  - a) A completed medical transfer/discharge form;
  - b) The current Medication Administration Record; and
  - c) All current medications.
2. Nursing staff must immediately ensure that the electronic pharmacy system has been updated to reflect the youth's change in location.

3. Health Services staff at the sending facility must make verbal contact with the receiving facility if the youth has complex or acute medical needs.
4. Nursing staff at the receiving facility will complete the Transfer Health Screen Form (YA 4492) within one hour of admission and review the youth's health record and discharge summary within 12 hours of arrival to ensure that continuity of care is initiated and that missing assessments are identified and scheduled.

The physician or nurse practitioner of the receiving facility must review the screening and health record within seven days of transfer. (See section IV.C. above.)

5. Mental health staff at the sending facility must make verbal contact with the receiving facility if the youth has acute or chronic mental health needs.

B. Youth transfers to an OYA transition camp without in-house Health Services staff or discharge to a community placement.

1. The transporting staff must transport the following in a sealed package clearly labeled with the youth's name:
  - a) A completed medical transfer/discharge form;
  - b) A certificate of immunization status form;
  - c) A copy of the current Medication Administration Record; and
  - d) A 30-day supply of medications.

If the complete supply is not available, the sending facility's nursing staff must make arrangements to obtain and send the remainder of the 30-day supply.

2. The sending facility's nursing staff must immediately ensure that the electronic pharmacy system has been updated to reflect the youth's change in location.
3. Health Services staff at the sending facility must make verbal contact with the receiving facility's staff if the youth has complex or acute medical needs.
4. Mental health staff at the sending facility must make verbal contact with the receiving facility staff if the youth has acute or chronic mental health needs.

C. Youth transfers to Oregon Department of Corrections (DOC)

1. Staff releasing a youth to DOC must send the following in a sealed package clearly labeled with the youth's name:

- a) A completed medical transfer/discharge form;
  - b) A certificate of immunization status;
  - c) A copy of the current Medication Administration Record;
  - d) A 30-day supply of medications; and
  - e) Copies of all chart notes, provider orders, laboratory reports, dental records, psychiatric and psychological records.
2. The sending facility's nursing staff must ensure that the electronic pharmacy system has been updated to reflect the youth's change in location.
  3. Health Services staff at the sending facility must make verbal contact with the receiving DOC facility Health Services staff if the youth has complex or acute medical needs.
  4. Mental health staff at the sending facility must make verbal contact with the receiving DOC facility mental health staff if the youth has acute or chronic mental health needs.
- D. Youth transfers to a secure adolescent inpatient program (SAIP) (youth under 18 years of age)

Procedures for transferring a youth to SAIP are listed in [OYA contract number 11336](#).

- E. Youth transfers to Oregon State Hospital (youth at least 18 years of age)
1. The following must be sent with the youth at the time of admittance to the Oregon State Hospital:
    - a) A completed medical transfer/discharge form that includes all chronic and acute medical conditions and the status of the conditions;
    - b) A copy of the certificate of immunization status;
    - c) Date of TB test and results;
    - d) Current medication orders;
    - e) Description of any special needs;
    - f) Description of any follow-up care needed;
    - g) A copy of the youth's OYA admission physical examination;
    - h) Copies of current laboratory work;

- i) A copy of the current medication administration records (MARs);
  - j) A one-week supply of current medications;
  - k) Medical aids and equipment (glasses, hearing aids, prosthesis, etc.);
  - l) Copies of any applicable written authorization forms and judicial/administrative orders for the youth related to admission to a mental health facility, authorized treatment, and disclosure of the youth's confidential information;
  - m) An original Oregon State Hospital Transfer Request signed by the facility superintendent (form YA 6300);
  - n) Copies of all psychiatric and psychological records; and
  - o) Copies of any pertinent behavioral information.
2. The sending facility staff must notify the Development Services assistant director and OYA medical director of the transfer.
  3. Facility nursing staff must ensure that the electronic pharmacy system reflects that the youth is temporarily offsite.

F. Youth transfers to community hospitals for admission (physical medicine)

1. Facility nursing staff must provide the following to the hospital at the time of the youth's admittance:
  - a) The presenting medical problem;
  - b) A list of current medications (or a copy of the current Medication Administration Record); and
  - c) Copies of any pertinent medical records;
2. The sending facility will notify the OYA medical director of the inpatient admission to a community hospital.
3. The sending facility staff must notify an OYA Medicaid eligibility specialist to complete an application for Medicaid coverage.
4. The sending facility staff must notify the OYA medical director when the youth is discharged from the hospital and returned to the sending facility.
5. The sending facility staff must notify an OYA Medicaid eligibility specialist to close the Medicaid claim.

6. Nursing staff must ensure that the electronic pharmacy system has been updated to reflect that the youth is temporarily off site.
- G. Youth transfers to a community psychiatric hospital for admission
1. Facility nursing staff must provide the following to the hospital at the time of the youth's admittance:
    - a) A completed medical transfer/discharge form that includes all chronic and acute medical conditions and the status of the conditions;
    - b) A list of current medications (or a copy of the current Medication Administration Record);
    - c) Copies of all psychiatric/psychological records;
    - d) A copy of the certificate of immunization status; and
    - e) A copy of TB testing and results.
  2. The sending facility staff must notify the Development Services assistant director and OYA medical director of the inpatient admission to a community psychiatric hospital.
  3. The sending facility staff must notify the Development Services assistant director and OYA medical director when a youth is discharged from the hospital back to the sending facility.
  4. The sending facility staff must notify an OYA Medicaid eligibility specialist to complete an application for Medicaid coverage when the youth is admitted.  
  
The sending facility staff must notify an OYA Medicaid eligibility specialist to close the Medicaid claim when the youth is discharged.
  5. Nursing staff must ensure that the electronic pharmacy system is updated to reflect that the youth is temporarily offsite.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**