



## POLICY DIRECTIVE

Policy:	<b>DOC 4.5.06 ADMINISTRATIVE MEETINGS AND REPORTS</b>
Effective Date:	06/01/1998 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	04/19/2021; 04/24/2026
Department Director Signature:	/s/ Eric Strauss, Director
Medical Director Signature:	/s/ Dr. Paul Rees, MD
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN

### I. POLICY

Department facilities will hold administrative meetings and generate reports to coordinate health care and mental health services delivery system through joint monitoring, planning, and problem resolution.

### II. APPLICABILITY

All secure facilities Department owned and contracted, as specified in contract.

### III. DEFINITIONS (see Glossary)

### IV. REQUIREMENTS

#### A. Reviews

1. The designated health authority will conduct annual health care program reviews at the request of the responsible health authority and/or Medical Director. Results will be forwarded to the facility administrator, responsible health authority, and the Medical Director.
2. The review will include, at minimum, the following information:
  - a. the number of offenders receiving health services by category of care;
  - b. referrals to specialists;
  - c. deaths;
  - d. infectious disease monitoring (for example, HIV, STDs, TB);
  - e. emergency services provided to patients;
  - f. dental procedures performed;
  - g. any staffing, space, or equipment issues or needs;
  - h. access, timeliness or health services, and follow-up; and
  - i. missed appointments.

#### B. Health Policy Team Meetings

1. The health services policy team meetings will:
  - a. be chaired by a designated member of the health services policy team;
  - b. be documented;

- c. convene at least semiannually;
- d. focus on monitoring, planning, and problem resolution within the adult and youth health care delivery systems;
- e. provide agendas that include review of quarterly monitoring reports and sentinel events and discussion of interdepartmental problems and health care system effectiveness; and
- f. include the following personnel:
  - 1) the health services manager;
  - 2) the designated health authority for each facility;
  - 3) facility administrators;
  - 4) the Department managed care nurses;
  - 5) physician(s);
  - 6) pharmacists/pharmacy consultants;
  - 7) psychiatrist(s);
  - 8) mid-level practitioners; and
  - 9) the Department Dental Director.

### **C. Facility Health Care and Mental Health Services Staff Meetings**

1. The designated health authority will meet at least quarterly with health care staff to review administrative and procedural issues.
2. The meetings will be documented, and notes will include:
  - a. an account of health care system effectiveness;
  - b. a description of any environmental health factors that need improvement;
  - c. policy and procedure issues;
  - d. changes applied since the last report; and
  - e. recommended corrective action
3. Meeting notes will be retained for reference, and copies will be reviewed and made available to all health staff.
4. On-site health staff meetings will take place at least monthly to address pertinent health care issues.
  - a. minutes or meeting summaries will be made and retained for reference, and
  - b. copies of minutes or meeting summaries will be made available and reviewed by all staff.

### **D. Reports**

1. Statistical reports of all health and mental health services will be created and will be forwarded to the facility administrator, responsible health authority, and Medical Director to monitor trends in the delivery of services.

### **V. CLOSING**

Questions about this policy should be directed to the Health Services Bureau Chief.

### **VI. REFERENCES**

- A. *P-A-04; National Commission on Correctional Health Care Standards for Health Services in Prisons, 2018*
- B. *MH-A-04 National Commission on Correctional Health Care Standards for Mental Health Services in Correctional Facilities, 2015*
- C. *Y-A-04 National Commission on Correctional Health Care Standards for Health Services in Juvenile Detention and Confinement Facilities, 2022*