

SPECIAL PROGRAMS FOR YOUTH	Policy Number: 1.1406
Policy Title: Health Care Records Corresponds to: Title 15, Article 8, Section 1406	Written: 3/15/2013 Revised: 12/21/2018 Approved by: Mona Tahsini, MFT- SPY Director

I. POLICY

- A. Health records shall be current and completed in timely manner
- B. There will be only one health record maintained for each client/patient seen at the SPY Medical Clinic at the Juvenile Justice Center (JJC) and will be separate from the confinement or other records of the Juvenile Probation Department.
- C. SPY shall maintain complete individual and dated health records that include, but are not limited to:
 - i. intake health screening form;
 - ii. health appraisals/medical examinations;
 - iii. health service reports (e.g., emergency department, dental, psychiatric, and other consultations);
 - iv. complaints of illness or injury;
 - v. names of personnel who treat, prescribe, and/or administer/deliver prescription medication;
 - vi. location where treatment is provided;
 - vii. medication records in conformance with Title 15, Section 1438;
 - viii. progress notes;
 - ix. consent forms;
 - x. authorizations for release of information;
 - xi. copies of previous health records;
 - xii. immunization records;
 - xiii. laboratory reports; and
 - xiv. individual treatment plan.
- D. SPY shall maintain a system for identification and filing to ensure rapid access to each youth's health record. Adequate space and equipment shall be provided for the storage of all health records in a secure area protected from loss, destruction, and unauthorized use.
- E. Electronic health records shall be maintained in a secure computer system, and physical records shall be maintained in a locked area separate from the confinement record.
- F. Access to the medical/mental health record shall be controlled by the Director of SPY and designees and shall assure that all confidentiality laws related to the provider-patient privilege apply to the health record.
- G. Youth shall not be used to translate confidential medical information for other non-English speaking youth.
- H. Health care records shall be retained in accordance with community standards.

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II. PROCEDURES

A. Format of the Health Record

- i. The health record shall include the elements outlined in the policy, plus any additional records that are relevant to the provision of medical and behavioral healthcare to each youth.
- ii. The "Problem-Oriented Medical Record" (SOAP) format for charting shall be used for most medical and nursing notes.






B. Security of Health Records

- i. Health records shall be kept in a room located in the health clinic at JJC. When SPY staff are present in the area of the records, the room may remain unlocked to facilitate access, but when no staff are present, including for drills and emergencies, the records area shall be locked.
- ii. All health records shall be re-filed in the central records file bank located in designated areas of the SPY health clinic at the JJC within 24 working hours after a juvenile's release.

C. Retention of health records

- i. Health records and the control of access to them shall be the responsibility of the Medical Records Technician or designee.
- ii. SPY medical records staff will maintain all health records on youth who have been detained at SPY until the youth turns 18, or in the case of youth detained past their 18th birthday, until they are released.
- iii. Health records of youth who are currently detained at SPY will be kept separate from the records of those youth who are not currently at SPY.
- iv. Within 18 months after the youth reaches 18 years of age, his/her inactive health record shall be forwarded to the SFDPH storage area and kept until the youth turns twenty-five. At this point the record may be destroyed in a manner which insures confidentiality.

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Policy# 1406	Approved by:
Review date:	 <p>Digitally signed by Mona Tahsini Date: 2020.02.05 15:26:26 -08'00'</p> <p>Mona Tahsini, MFT Director, SPY</p>  <p>Helena Chan 2020.02.05 15:53:48 -08'00'</p> <p>Helena Chan, MD Behavioral Health Medical Director, SPY</p>  <p>Digitally signed by Debi Hines Date: 2020.02.26 11:27:43 -08'00'</p> <p>Debi Hines, RN Nurse Manager, SPY</p>  <p>Digitally signed by Luis Recinos Date: 2020.05.11 11:21:34 -07'00'</p> <p>Luis Recinos Director, Juvenile Justice Center</p>  <p>Digitally signed by Katherine Miller Date: 2020.05.27 09:23:59 -07'00'</p> <p>Katherine Miller Chief Probation Officer, Juvenile Probation Department</p>