

SPECIAL PROGRAMS FOR YOUTH	Policy Number: 1.1408
Policy Title: Transfer of Health Care Summary and Records Corresponds to: Title 15, Article 8, Section 1408	Written: 3/15/2013 Revised: 6/17/21 Approved by: Mona Tahsini, MFT-SPY Director Helena Chan, MD- SPY Medical Director

I. POLICY

- A. SPY will provide a discharge summary on every youth released from JJC to the person assuming custody of the youth, or the youth themselves if they have reached the age of majority.
- B. If a youth is transferred to another facility, the discharge summary will be provided at the time of transfer to health care staff in a receiving facility when a youth is transferred to another jurisdiction. Relevant medical records will be transferred to the receiving healthcare staff at the time of transfer, or as soon after the transfer as practicable.
- C. Notification to health care staff of the receiving facility prior to or at the time of the release or transfer of youth with known or suspected communicable disease. Prior to the release or transfer of youth with known or suspected communicable disease, SPY will notify the Communicable Disease section of the San Francisco Department of Public Health and the receiving county's Department of Public Health, and the responsible physician of the receiving facility.
- D. Applicable authorization from the youth and/or parent-legal guardian will be obtained prior to transferring copies of actual health records, unless otherwise provided by court order, statute or regulation having the force and effect of law.
- E. Confidentiality of health records will be maintained during transfers.

II. PROCEDURES

A. DISCHARGE SUMMARY

- i. The SPY Discharge Summary Form shall be maintained throughout each youth's detention. The form will include at minimum:
 - a) the last physical, dental, behavioral health assessments, and vision test results
 - b) significant medical and behavioral health diagnoses excluding those covered under sensitive services
 - c) current medications the youth is taking,
 - d) future healthcare appointments scheduled for the youth
 - e) an up-to-date list of vaccinations
 - f) contact information for SPY
- ii. Upon release or transfer of youth from JJC, a SPY nurse or designee will review any pertinent information to ensure continuity of care with the person assuming custody of youth, and sign, date, write phone contact phone number, and write the time on the form. If the person assuming custody is unable or unwilling to sign, the nurse should document on the form that they refused to sign and that a copy of the form was given. If the form was not signed, the circumstances should be documented on the


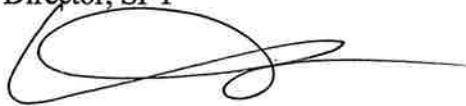


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form by the nurse. If information on the form is important for the health of the youth, the nurse should attempt to communicate the relevant information with the parent/guardian or receiving facility and notify SPY medical or behavioral health providers as indicated to assure adequate follow up.

B. TRANSFER OF HEALTH RECORDS

- i. The discharge summary form and any other pertinent records, prepared by SPY Staff, shall accompany all youth transferred or committed to another correctional, health care, or residential treatment facility. Probation staff shall notify SPY Staff at least 48 working hours prior to a routine transfer whenever feasible.
- ii. If unable to forward a request for health records in a timely manner, the Probation staff will be responsible for providing SPY Staff with the name, address, telephone number, and fax number (if known) of the facility to which the juvenile is being transferred.
- iii. If a youth being released or transferred to another juvenile facility has active tuberculosis, the receiving facility should be notified by the SPY medical provider managing the patient as soon as possible before the youth leaves JJC. SPY should notify the communicable disease sections of the San Francisco Department of Public Health and the receiving county's health department.
- iv. A copy of the completed discharge summary form should be placed in the medical chart after the youth is released.

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Policy# 1408 Review date:	<p>Approved by:</p> <p> Mona Tahsini, MFT Director, SPY</p> <p> Helena Chan, MD Behavioral Health Medical Director, SPY</p> <p> Bobby Uppal Director, Juvenile Justice Center</p> <p> Katherine Miller Chief Probation Officer, Juvenile Probation Department</p>
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