

SPECIAL PROGRAMS FOR YOUTH	Policy Number: 1.1409
Policy Title: Health Care Procedures Manual Corresponds to: Title 15, Article 8, Section 1409	Written: 3/15/2013






I. POLICY

- A. SPY shall develop and maintain a health services manual of written policies and procedures that address, at a minimum, all health care related standards that are applicable to the SPY.
- B. Health care policy and procedure manuals shall be available to all SPY staff, to the JJC Directors and supervisors, and other individuals as appropriate to ensure effective service delivery.
- C. Each policy and procedure for the health care delivery system shall be reviewed at least annually and revised as necessary under the direction of the Director of SPY. A cover page to the manual shall indicate that the annual review has occurred.
- D. The Chief of the Juvenile Probation Department, and the Directors of the JJC, SPY Medical Director and Director shall designate their approval by signing the manual.

II. PROCEDURES

- A. The SPY Director shall annually coordinate a review and necessary update to the "Title 15 Policy and Procedures Manual" and have it approved, via signature, by at minimum the Chief of the Juvenile Probation Department, the Directors of the JJC, and SPY Medical Director. Such review and approval shall occur prior to the annual Medical and Mental Health Evaluation required by the Board of State and Community Corrections to assure Title 15 compliance.
- B. Copies of the signed procedures manual shall be distributed to the signatories and be made available for SPY and JJC staff.

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Policy#1409	Approved by:
Review date:	 Digitally signed by Mona Tahsini Date: 2020.02.05 15:22:39 -08'00' Mona Tahsini, MFT Director, SPY
	 Helena Chan 2020.02.05 15:57:59 -08'00' Helena Chan, MD Behavioral Health Medical Director, SPY
	 Digitally signed by Debi Hines Date: 2020.02.26 11:28:51 -08'00' Debi Hines, RN Nurse Manager, SPY
	 Digitally signed by Luis Recinos Date: 2020.05.11 11:23:11 -07'00' Luis Recinos Director, Juvenile Justice Center
	 Digitally signed by Katherine Miller Date: 2020.05.27 09:25:06 -07'00' Katherine Miller Chief Probation Officer, Juvenile Probation Department