



**Department of Juvenile Justice  
Health Services Operating Procedure**

<b>HSOP VOL IV – 4.3 – 4.04</b>	<b>Statutory Authority:</b> Title 66 of the <u>Code of Virginia</u>
<b>Subject:</b>  <b>Annual and Discharge Health Assessments</b>	<b>Regulations:</b> 6VAC35-71-720; 6VAC35-71-900; 6VAC35-71-950; 6VAC35-71-960; 6VAC35-71-970; 6VAC35-71-1080
	<b>Board Policy:</b> 12-001; 12-003
	<b>ACA #</b> 4-JCF-4C-04
	<b>NCCHC #</b> Y-E-04

**4.04-1.0 PURPOSE**

To evaluate the physical condition of each resident annually and prior to their release from Department of Juvenile Justice (DJJ).

**4.04-2.0 SCOPE**

These procedures apply to all Juvenile Correctional Center (JCC) employees and staff assigned to the JCCs by other units, agencies, or departments.

**4.04-3.0 DEFINITIONS**

*Health Services Staff* – The staff at the JCC consisting of Licensed Practical Nurses, Registered Nurses, dental assistants, and providers who provide health services to residents.

*Provider* – The Physician, Nurse Practitioner, Physician’s Assistant, or Dentist providing health services to residents.

**4.04-4.0 PROCEDURES**

Each resident shall have an annual physical examination, tuberculosis risk assessment and screening, and dental examination. Each resident shall have a physical examination, tuberculosis risk assessment and screening, and dental examination within thirty (30) days prior to transfer to a Community Placement Program (CPP) or Detention Re-entry Program. Each resident shall have a physical examination within thirty (30) days prior to release from the JCC, unless exempted by the provider based on a recent (i.e., within 90 days) comprehensive medical examination.

**4.04-4.1 Physical Examination**

1. The physical examination shall be documented on the Annual/Release Medical Summary and Physical Examination form and include the following:
  - a. Vision exam;
  - b. Hearing exam;

- c. General physical condition, including documentation of apparent freedom from communicable disease including tuberculosis;
  - d. Current Medications;
  - e. Dental status;
  - f. Allergies, chronic conditions, and handicaps, if any;
  - g. Nutritional requirements, including special diets, if any;
  - h. Restrictions on physical activities, if any; and
  - i. Recommendations for further treatment, immunizations, and other examinations, if indicated;
  - j. Date of the physical examination; and
  - k. Signature of the provider.
2. Immunizations administered shall be documented on the Immunization Record.

**4.04-4.2 Discharge Examinations**

1. The case management department shall notify the health services staff of the date for possible discharge or the need for a physical examination for possible alternate placement (e.g., CPPs, detention re-entry programs) at least thirty (30) days prior to the discharge date, except in unusual circumstances.
2. If the resident's release is delayed and the release examination was conducted more than thirty (30) days but less than ninety (90) days prior to the release, a physical examination shall not be required within thirty (30) days of release if the provider's review of the Annual/Release Medical Summary and Physical Examination form determines further examination is not required. The provider shall update and sign the form. A new release physical examination shall be conducted if the previous examination was completed more than ninety (90) days prior to the release.
3. A copy of the Annual/Release Medical Summary and Physical Examination form and Immunization Record shall be given to resident at time of release and documented in the medical record.

**4.04-5.0 RESPONSIBILITY**

The Chief Physician and Superintendent shall be responsible for implementing this procedure.

**4.04-6.0 INTERPRETATION**

The Health Services Administrator and Deputy Director of Operations shall be responsible for the interpretation and the exception approval to this procedure.

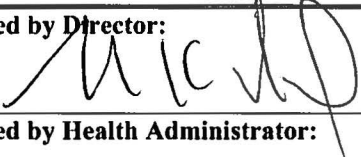

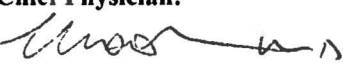
**4.04-7.0 CONFIDENTIALITY**

All procedures and bulletins are DJJ property and shall only be used for legitimate business purposes. Any redistribution of the documents or information contained in the procedures or bulletins shall be in accordance with applicable state and federal statutes and regulations and all other DJJ procedures. Any unauthorized use or distribution may result in disciplinary and/or

criminal action, as appropriate and applicable.

#### 4.04-8.0 REVIEW DATE

This procedure shall remain in effect until rescinded or otherwise modified by the appropriate authority.

Approved by Director: 	Date: 10/17/14
Approved by Health Administrator: 	Date: 10/9/14
Approved by Chief Physician: 	Date: 10-9-14
Effective Date: December 1, 2014	Office of Primary Responsibility: Health Services; Division of Operations
Supersedes: July 26, 2013	Forms: Annual/Release Medical Summary and Physical Examination