



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

**JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE**

SUBJECT: OHS Medical Review

PROCEDURE NUMBER: 15-001

EFFECTIVE DATE: June 2015

REVISED DATE: June 2017

PROGRAM AREA(S): PROBATION, RESIDENTIAL, OHS

POLICY/PROCEDURE

The Office of Health Services shall review medical records for all youth identified with a chronic medical condition prior to youth's placement in a residential program.

JPO Responsibilities

- Gather medical information and documentation about the youth prior to commitment staffing [identify the medical issues and qualifiers]
- Document the Youth's medical issues in the Conference Summary Probation.
- Ensure upload of all medical information/documentation into Document Upload- Medical Documents- OHS Communications.
- Once all medical documents are uploaded select the "OHS Doc. Comp" button in the Conference Summary Module.
- Upload the Conference Summary Commitment into Electronic Commitment Packet (ECP) **AFTER** OHS review is completed (look at last page of PDF).

Commitment Manager Responsibilities

- Review, verify and edit if needed the Conference Summary Probation in the Conference Summary Commitment.
- Complete Conference Summary – Commitment within 72 hours of the commitment staffing and document targeted programs. Ensure that Conference Summary has been marked complete.
- Select a placement for the youth before/after OHS review is completed.
- As per rule send an OHS review to projected program and/or notification to review in the Electronic Commitment Packet (ECP).
- Once OHS review is completed, place the youth on the waiting list for the program that can accommodate medical requirements identified from OHS review.

JJIS will send an automated email to OHS when JPO has electronically confirmed that documents have been uploaded into library and Commitment Manager has marked the Conference Summary Commitment completed.

OHS Staff responsibilities

- Complete review and respond within 3 business days (additional time may be required to obtain requested documentation or additional upload information). For identified priority reviews (youth with potential for abscond or release from detention who pose a potential risk to the community)- complete review and respond within 1 business day (additional time may be required to obtain requested documentation or additional upload information)
- Communicate any additional needs to the JPO.
- Perform the OHS review.
- Make any necessary recommendations and document their review/findings in Office of Health Services Module (OHS recommendation will appear on last page of Conference Summary Commitment)

REFERENCES

<http://www.djj.state.fl.us/services/health/guidelines-tools>