

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER A-04.2	PAGE NUMBER 1 of 4
	RELATED NCCHC/ACA STANDARDS: P-A-04; J-A-04 (Essential)/I-HC-4A-02	
CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES	SUBJECT: HEALTH SERVICE REPORTS	
EFFECTIVE DATE: 11/14/07		REVISED: 4/13/09; 7/16/2010
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY: Bureau of Correctional Healthcare Services (BCHS)
- II. PURPOSE: To report a summary of monthly healthcare statistics to vendors' administrative staff, the Institutional Authority, the Medical Audit Committee (MAC) and the BCHS.
- III. APPLICABILITY: All Department of Correction (DOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
- IV. DEFINITIONS: See glossary.
- V. POLICY:
 1. Each month the Health Service Administrator (HSA) or designee compiles a complete report for all of the services provided at the site, including medical, mental health, substance abuse, pharmacy and dental. This aggregate report is submitted to the Medical Vendor Regional Office and to each facility's MAC. The Regional Medical Vendor Regional Office provides the reports for all of the facilities to the BCHS by the 15th of each following month.

Health Services Report

1. The HSA completes a Health Services Report for each facility on a monthly basis.
2. Each Health Services Report must include accurate, complete, and current information, including relevant statistical information, regarding the following topics:
 - A. Number of offenders receiving health services by category of care;

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- B. Offender deaths;
- C. Infectious disease monitoring;
- D. Emergency services provided;
- E. Inpatient hospitalizations;
- F. Consult/specialty care information;
- G. Dietary information;
- H. Compassionate releases;
- I. Grievances;
- J. Equipment/Space issues;
- K. Staffing;
- L. Morbidity and Mortality; and
- M. Any other significant developments, issues, or concerns.

Mental Health and Substance Abuse Services Report

1. The Mental Health Director or designee completes a Mental Health and Substance Abuse Services Report (MH/SA Report) for each facility on a monthly basis. The MH/SA Report for each facility is submitted to the HSA or designee by the 10th of the month.
2. Each MH/SA Services Report must include accurate, complete, and current information, including relevant statistical information, regarding the following topics:
 - A. Number of offenders receiving mental health and substance abuse services by category of care;
 - B. Offender attempted and completed suicides;
 - C. Emergency services provided;
 - D. Inpatient hospitalizations;

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- E. Consult/specialty care information;
- F. Grievances;
- G. Equipment/Space issues;
- H. Staffing;
- I. Morbidity and Mortality; and
- J. Any other significant developments, issues, or concerns.

Pharmacy Report

1. The Pharmacist or designee completes a Pharmacy Report for each facility on a monthly basis. This report is provided to each facility's MAC. The Pharmacy Report for each facility is submitted to the HSA or designee by the 10th of the month.
2. Each Pharmacy Report must include accurate, complete, and current information, including relevant statistical information, regarding the following topics:
 - A. Pharmacy utilization;
 - B. Grievances;
 - C. Equipment/Space issues;
 - D. Staffing;
 - E. Any other significant developments, issues, or concerns.

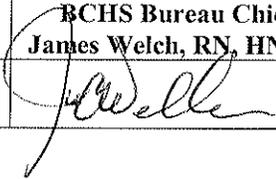
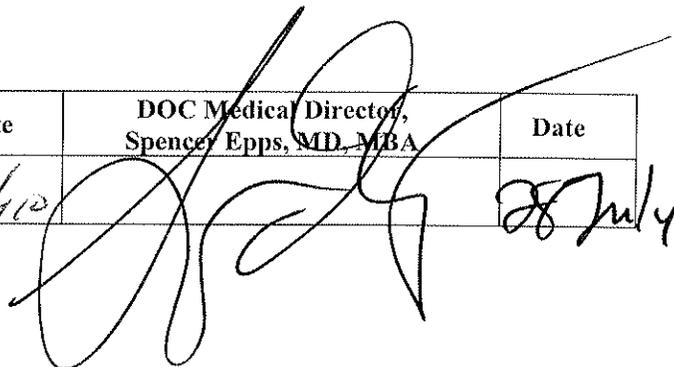
Dental Services Report

1. The HSA or designee completes a Dental Services Report for each facility on a monthly basis.
2. Each Dental Services Report must include accurate, complete, and current information, including relevant statistical information, regarding the following topics:
 - A. Number of offenders receiving dental services by category of care;

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- B. Consult/specialty care information;
- C. Grievances;
- D. Equipment/Space issues;
- E. Staffing;
- F. Any other significant developments, issues, or concerns.

Approval:

Date of Policy/Revision	BCHS Bureau Chief, James Welch, RN, HN-BC	Date	DOC Medical Director, Spencer Epps, MD, MBA	Date
7/16/2010		30 July 2010		28 July 2010

References:

- National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-A-O4.
- National Commission on Correctional Health Care: Standards for Health Services in Jails, 2008, J-A-O4.
- Performance-Based Standards for Correctional Health Care in Adult Correctional Institutions, First Ed., 2002, 1-HC-4A-02.