

ADC/Health Services

Record Title	Description	Retention	Classification	Comments	Schedule #
Acute Medical Nursing Daily Flow Sheet	Nurses use this form to document vital signs and it is kept in the patients physical chart on the AMU	1 month	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Form HS94; maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-003
Acute Medical Patient Assessment	Physicians and nursing staff utilize this form to assess and document the patients' condition while housed in the Acute medical Unit. Copy is kept in the patients physical chart in the AMU	1 month	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Form HS93; maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-006
Acute Physician Order Form	Doctors use this form to write orders for the patients care while in the Acute Medical Unit. Kept in the patient's chart in the AMU	1 month	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Form HS92; maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-007
CII - 222 Tracking Form	This form is to be used by authorized member of the HSU Staff for the purpose of ordering pharmacy controlled substances from the jail supplier.	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Paper only. Approved by GRAMPA 11/18/2010.	AJ-009
Comprehensive Mental Health Screening	The Comprehensive Mental Health Screening is intended to be used on every prisoner admitted to the Salt Lake County Adult Detention Center. In accordance with NCCHC standard J-E-05, "Mental Health Screening and Evaluation," the tool has been created as a means to conduct, at minimum, a mental health screening on every prisoner within 14 days of admission to the facility. Any prisoner deemed appropriate for further clinical intervention based on the Comprehensive Mental Health Screening will be referred to a housing unit therapist for further assessment.	1 month	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-012
Comprehensive Nurse Evaluation Log	The Comprehensive Nurse Evaluation Log is used to track all completed CNE's, this is used for tracking quality control issues and monthly statistics.	1 month	Private UCA 63-2-302(1)(h)	Name, social security number. Approved by GRAMPA 10/19/2006.	AJ-001
Drug Coupon Tracking form	This form will be used to track drug coupons submitted for use in the pharmacy.	2 years	Primary Classification: Private Secondary Classification: Controlled	Approved by GRAMPA 11/15/2007.	AJ-004
Electronic Medical Records System (EMR)	This Electronic Medical Records database (EMR) maintains the primary documentation of health services provided to inmates. It includes acute medical nursing information, patient assessments, physician's orders, comprehensive mental health screenings and other health services. It also includes the following forms,	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Health Services provides only 6 years of data as per HIPAA requirements. Approved by GRAMPA 3/24/2011.	AJ-020
Health Services Monthly Environmental Inspection Log	This is a checklist designed to keep record (for auditing purposes and NCCHC guidelines) that the unit is clean and sanitary, that work area's are clean and equipment is secured and walkways are clean of any hazards. Nursing supervisor to manage and track these records. Once they have obtained data these may be discarded.	Maintain until administrative need ends.	Public	Form HS102; maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-018
Health Services Negative Air Cell Cleaning Checklist	This is a checklist designed to keep records (for auditing purposes and NCCHC guidelines) for the cleaning of Negative Air housing cells located in the Acute Medical Health Unit. Nursing supervisor to manage and track these records. Once they have obtained data these may be discarded.	Maintain until administrative need ends.	Public	Form HS101; maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-017
Housing Project: Authorization to Release Information	This is an authorization form that inmates signs allowing the inmate to participate in housing projects.	1 month	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Form HS97; maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-016
Medication Release	Form allows inmate/patient to: 1) acknowledge that upon release from jail they can retain any remaining prescriptions they had while they were incarcerated.2)	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 &	Form HS95; maintained in electronic medical records	AJ-010

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	choose childproof packaging 3) If they chose childproof packaging a prescription will be called into local pharmacy for them to pick up.		164	system. Approved by GRAMPA 11/18/2010.	
Mental Health Critical Incident Debriefing Assessment	this form is utilized by the MHM staff after an inmate has attempted suicide. The form allows the Mental Health providers to triage and assess the inmate to determine if the inmate needs mental health assistance.	1 month	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-011
Mental Health Group Therapy Note	This form is utilized by the MHM staff to document the progress, goals, Participation or an inmate during group therapy sessions. It allows for the provider to document material covered during a group session, and clinical concerns and give a diagnostic impression for the evaluation and assessment of an inmate and their specific diagnosis.	1 month scanned into the EMR initially then kept in paper form in MR department for 1 month.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-014
MH Classification Form	This form is used to assist the Mental Health and Medical staffs prioritize the patient's level of treatment needs.	1 month	Exempt (HIPAA) 45 CFR Parts 160,162 &164	Form HS-105: maintained in the electronic medical record system. (Approved by GRAMPA 7/28/2011).	AJ-021
MH Informed Decision Ability Form	This form is used as a prompt for the Medical and Mental Health providers in assessing a patient's capacity to make medical decisions	1 month	Exempt (HIPAA) 45 CFR Parts 160,162 &164	Form HS-106: maintained in the electronic medical record system. (Approved by GRAMPA 7/28/2011).	AJ-022
Monthly Formulary Management Reports	These reports are from the Diamond pharmacy and they show trends, cost, which medications are the most expensive and most patients, how many times each type of medication was ordered, how many pills were ordered...etc.	10 years	Private	Approved by GRAMPA 11/15/2007.	AJ-005
Monthly Formulary Report	These reports are from the pharmacy and they show trends, cost, which medications are the most expensive and most uses by the patients, how many times each med was ordered and how many pills	4 years	Public	Approved by GRAMPA 11/18/2010.	AJ-015
Nursing Triage Daily Log	Assigned nurse will add patient name and social security number, location, chief complaint, and triage acuity to "Nursing triage daily list" for all SCR's picked up. This form is used mainly as a tracking device to ensure quality control for sick call requests.	1 month	Primary: Private UCA 63-2-302(1)(b)(h) Secondary: Controlled UCA 63-2-303	Private: Medical information, Name, Social security number. Controlled: Psychological and Psychiatric Data. Approved by GRAMPA 10/19/2006.	AJ-002
Pharmacy Services Reconciliation Application	This report is used for the purpose of documenting what drug items are being sent back to the pharmacy for fiscal credit.	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Paper only. Approved by GRAMPA 11/18/2010.	AJ-008
Segregation Check Log	This record allows the nursing staff to monitor more closely the patients' status and condition on a daily basis when a patient is in Segregation. These will be scanned into the EMR once completed, then retained in hard copy format for 30 days and then destroyed per policy destruction protocol.	1 month	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Form HS 103; maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-019
SPMI Designation Form	Mental Health staff utilizes this form to assign SPMI status to determine what level of services are needed for the patient.	1 month	Exempt (HIPAA) 45 CFR Parts 160,162 &164	Form HS-104: maintained in the electronic medical record system. (Approved by GRAMPA 7/28/2011).	AJ-023
SPMI Designation Review Form	The SPMI (Seriously and Persistently Mentally Ill) Designation Review Form is intended to be used as an official document specifying whether a prisoner meets criteria for the SPMI designation.	1 month	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Maintained in electronic medical records system. Approved by GRAMPA 11/18/2010.	AJ-013