



HS Organization

HEALTH SERVICES ORGANIZATION

There are two basic staff organizational components within Health Services as illustrated on the following page. The components are managed by the Health Services Administrator and Clinical Director. The Health Services Administrator oversees the general day-to-day operations of Health Services, while the Clinical Director oversees the clinical operations including Dental and Mental Health Services.

HEALTH SERVICES COMPONENTS

The Health Services unit is comprised of four functional units. These are the Administrative and Common Support Unit, Medical Intake Unit, Ambulatory Care Unit, and Short Stay Unit. The organizational charts on page 2.3 illustrate the interaction between staff and functional unit.

The Health Services Administrator (HSA) manages staff that work in all four units. Staff under HSA management includes the Assistant HSA and Medical Records Technicians, Pharmacist and Pharmacy Technician that are housed in the Administrative and Common Support Unit, Licensed Vocational Nurses (LVN) and Registered Nurses (RN) who work part time in the Medical Intake Unit and part time in the Short Stay Unit and the Nurse Manager who resides in the Short Stay Unit.

The Clinical Director manages clinical professional staff that works in three of the four units. Included are the Clinical Director and Administrative Assistant who work in the Administrative and Common Support Unit, Physicians, Dentists, Mental Health provider along with their assistants, and Nurse Practitioners who work in Ambulatory Care Unit. Physicians, Nurse Practitioners and Physicians Assistants and the Mental Health provider also work in the Short Stay Unit where they provide in-patient services.

FUNCTION

The SPC or CDF is responsible for the health and welfare of individuals in its custody. This responsibility mandates the provision of medical staff to provide care to detainees at the SPC/CDF in accordance with the Immigration and Naturalization Service Health Care Program (INS HCP) Policy Manual and in compliance with accreditation standards.

A medical clinic is located within the SPC/CDF to provide the necessary health care and treatment. Non-elective medical care not available at the SPC/CDF, but deemed necessary by the health authority, will be referred to outside sources.

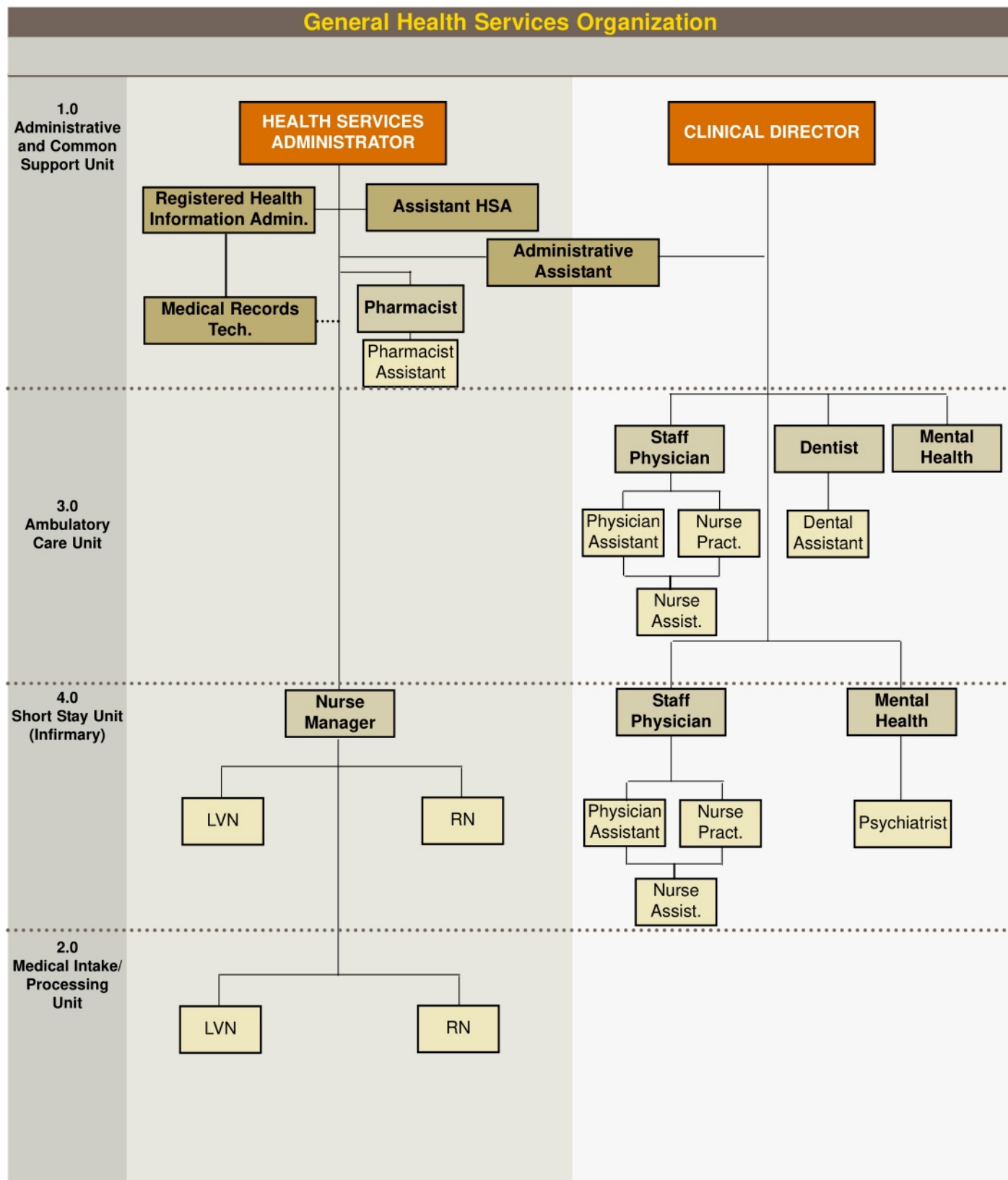
STAFF & ACTIVITIES

Mental and Health services are provided by commissioned officers of the U.S. Health Services (PHS) augmented by local contract staffing. A Clinical Director or designated health authority is responsible for the provision of health services to the detainees. Health services staff should include physicians, mid-level practitioners, nurses, mental health professionals, and a pharmacist. Other medical staff such as x-ray technicians may be added as needed.

Activities in the Health Care Unit may vary depending on the SPC/CDF size. All Health care Units are staffed 24/7 to provide intake screening and to respond to emergencies. However, at smaller SPC/CDF facilities, certain activities as routine sick call may not happen every day. At larger facilities, the clinic is typically open every day. Detainees may sign up for sick call daily and have their requests responded to during clinic operation hours. Emergencies are responded to immediately. Triage or sick call can also be conducted in a medical screening area located within each housing unit.

When detention services are provided through a contract facility, the Contractor normally provides health care services for the detainees.

Arrangements are normally made with nearby hospitals or other facilities for all health services (medical and psychiatric) that cannot be appropriately provided for within the facility. These services could include Emergency Room services, caring for severe physical conditions like quadriplegia and caring for violent mentally ill patients.





HS Staff Requirements

STAFF FORECASTS

The Health Services staff is organized into four functional components. The Staff Requirements matrix shown below illustrates the number of staff assigned to each component based on the number of detainees served at the SPC or CDF. The numbers illustrate a general rule and may vary based on the operational model used at the specific detention facility. In all cases the staffing must be verified by management for the specific hours and mix of clinical personnel.

STAFF ASSIGNMENTS

The Health Services staff may serve several functional areas within the facility. The matrix below also illustrates to which HS component the staff member is assigned.

STAFF DESCRIPTIONS

The chart on the following page contains a listing of all the staff positions by component. For each position, key roles/responsibilities are identified.

Staff Position by Component	Staff Forecast By Detainee Beds				Staff Assignment by Component			
	<200	200-450	450-900	900-2000	Administration Unit	Med. Intake & Processing	Ambulatory Care Unit	Short Stay Unit
1.0 ADMINISTRATIVE and COMMON SUPPORT UNIT								
a. Clinical Director (CD)	1	1	1	1			P	S
b. Health Services Administrator (HSA)	1	1	1	1	P		S	S
c. Assistant HSA			1	1	P		S	S
d. Reg. Health Information Admin. (RHIA)			1	1	P			
e. Administrative Assistant	1	1	1	1	P			
f. Medical Records Technician (MRT)	1	2	3	4	P			
i. Pharmacist	.5	1	1	1			P	
j. Pharmacist Technician			1	1			P	
Subtotal	4.5	6	10	11				
2.0 MEDICAL INTAKE/PROCESSING UNIT								
a. No permanent assigned staff								
3.0 AMBULATORY CARE UNIT								
a. Staff Physician			1	1			P	S
b. Nurse Practitioner/Physician's Assist.	2	4	4	6			P	S
c. Registered Nurse	3	7	8	8			P	
d. Licensed Vocational Nurse	2	5	8	13		P	P	P
e. Dentist		1	1	1			P	
f. Dental Assistant		1	1	1			P	
g. Mental Health Provider	1	1	1	1			P	P
h. Psychiatrist			1	1			P	P
Subtotal	8	19	25	32				
4.0 SHORT STAY UNIT								
a. Nurse Manager (in SSU's Only)			1	1				P
Subtotal	0	0	1	1				
TOTAL STAFF	12.5	25	36	44				

P = Primary
S = Secondary

HS Staff Descriptions by Component

1.0 Administrative and Common Support Unit

- a. Clinical Director (CD)**
 - ✓ Serves as the on-site medical authority
 - ✓ Develops and coordinates all aspects of health care delivery at the SPC/CDF
- b. Health Services Administrator (HSA)**
 - ✓ Provides administrative oversight for clinic
- c. Assistant Health Services Administrator (AHSA)**
 - ✓ Provides an administrator trainee position
 - ✓ Provides primary support for HSA
 - ✓ Oversees of day-to-day operations of clinic
- d. Registered Health Information Administrator (RHIA)**
 - ✓ Professional management of health information and supervises Medical Records Technicians
- e. Administrative Assistant**
 - ✓ Provides administrative support to the HSA/CD

Common Support

- f. Medical Records Technician**
 - ✓ Performs clerical work in support of the care and treatment given to patients including maintaining patient medical records in a SPC/CDF
 - ✓ Sets patient appointments
 - ✓ Performs QC checks on medical records
 - ✓ Inputs data entry of lab reports
 - ✓ Consultation (from ancillary sources)
- g. Pharmacist**
 - ✓ Fills, labels, and dispenses prescription medications based on physician instructions
 - ✓ Manages inventory and orders/stocks pharmacy
 - ✓ Screens all medication orders for harmful interactions
 - ✓ Educates staff and detainees on medication use
- h. Pharmacist Technician**
 - ✓ Performs all duties related to preparation and dispensing of medical orders
 - ✓ Conducts inventory.

2.0 Medical Intake and Processing Unit

There are no permanent positions assigned to this unit. Temporary staff is available when needed from the Ambulatory Care Unit.

- a. Registered Nurse/Licensed Vocational Nurse (part time)**
 - ✓ Conducts general health screening of intake detainees
 - ✓ Completes chest x-ray
 - ✓ Collects urine and blood sample - submits to Lab
 - ✓ Inputs data entry for medical record including lab reports
 - ✓ Clears detainee for processing to housing or requests further treatment or isolation

3.0 Ambulatory Care Unit

- a. Staff Physician**
 - ✓ Provides direct medical, mental health care, and infirmary care (in-patient) to detainees including examination, diagnosis, and treatment
 - ✓ Emergency care of patients
- b. Nurse Practitioner/Physician's Assistant**
 - ✓ Provides direct care to detainees per guidelines
 - ✓ Performs medical histories and physical exams on detainees
 - ✓ Carries out all orders directed by physician
- c. Registered Nurse**
 - ✓ Provides direct primary nursing care to detainees in ambulatory care and Secured Housing Unit (SHU) settings
 - ✓ Takes medical histories and performs physical exams
 - ✓ Conducts triage and screening of detainees during sick call
 - ✓ Refers medical problems to physician
- d. Licensed Vocational Nurse**
 - ✓ Provides primary nursing care under the direction of an RN or physician or NP/PA
 - ✓ Performs screenings and digital TB chest screening
- e. Nursing Assistant**
 - ✓ Assists Nursing in providing basic nursing care
- f. Dentist**
 - ✓ Provides full range of direct dental services to ICE detainees located at detention facility
- g. Dental Assistant**
 - ✓ Provides assistance to the Dentist during exams and operations
- h. Mental Health Provider**
 - ✓ Provides limited range of mental health services to include screening, group counseling, and case management
- i. Psychiatrist**
 - ✓ Provides full range of psychiatric treatment of ICE detainees
 - ✓ Prescribes medication

4.0 Short Stay Unit

- a. Nurse Manager**
 - ✓ Generally classified as a Registered Nurse
 - ✓ Oversees Short Stay Infirmary on a day to day basis.
 - ✓ Manages nurse staff and activities in Medical Intake and Processing, Common Support, Ambulatory Care, and Short Stay Units



3. FUNCTIONAL REQUIREMENTS

Health Services (HS)
- *Inter-Departmental Adjacencies*

Health Services (HS)
- *Intra-Departmental Adjacencies*



Inter-Departmental Adjacencies

SERVICE PROCESSING CENTER/CONTRACT DETENTION FACILITY

Service Processing Centers and Contract Detention Facilities (SPC/CDF) are detention facilities where DHS detains those who have entered the United States illegally or violated their immigration status. The purpose of this facility is to provide a place of detention for aliens who are taken into custody pending completion of their deportation case, released on their own recognizance, or pending release. The SPC's purpose is not for punishment, correction, or reformation, nor is the SPC used to confine direct street arrests. Federal and state prisoners may, however be held in SPC facilities.

DHS uses SPC's/CDF's to process and detain apprehended aliens who are illegally in the United States, regardless of whether the alien entered the United States illegally or entered legally but subsequently violated the terms of their visa. All detained individuals are transferred from other institutions or facilities to the SPC/CDF. Legal processing of detainees and determination of custody status is done prior to arrivals at the SPC/CDF.

SECURITY ZONES

The secure zones of the facility correspond to the degree of detainee and public access required in the components. General zones within the facility include the following:

- Office Zone
- Court/Interface Zone
- Detainee Living Zone
- Service Zone
- Facility Support Zone

HEALTH SERVICES LOCATION

The medical facility should be located within the primary secure perimeter in a secure zone restricted from general detainee access. The medical facility should have its own secure perimeter to restrict unauthorized individuals from having access to medications, instruments, and supplies stored in the clinic. The pharmacy must also have a secure perimeter to prevent unauthorized individuals from obtaining medications.

The medical facility should be located on the ground floor to minimize vertical movement during medical emergencies. Corridors and exit ways leading to the facility exterior must be large enough for ambulance equipment, wheelchairs, and gurneys.

SPC/CDF Operational Components

Office Components

Normal office setting for administrative and public functions of the SPC/CDF. (They are located outside the secure perimeter.)

- Lobby
- Public Visitation
- Deportation
- SPC Administration
- Staff Services & Training

Detainee Living Components

Located inside the secure perimeter they are used by the detainees during their normal daily routine.

- Security Command
- Housing
- Commissary
- Recreation
- Law Library/Recreational Library
- Food Service Dining

Court/Interface Components

This component includes the EIOR Courts work area and courtroom space.

- EIOR Courts
- Detainee Visitation

Service Components

Service functions for the SPC/CDF detainee population. They are typically placed in a secure area because detainees require frequent access to them or are given work details in these components.

- Processing
- **Health Services**
- Food Preparation
- Laundry

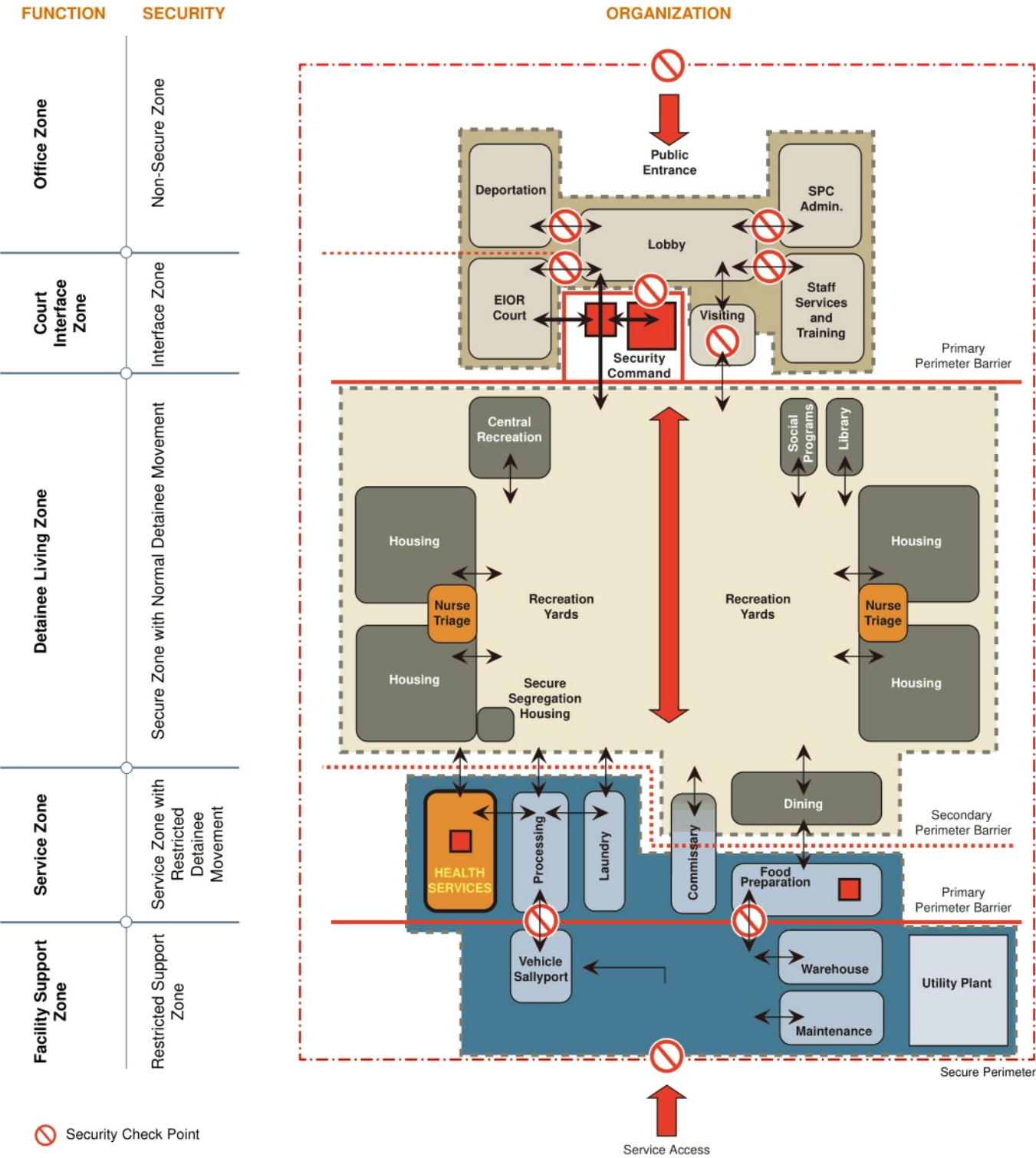
Facility Support Components

These elements support the facility but do not provide direct services to the detainees and may be located outside the secure perimeter.

- Warehouse and Supply
- Maintenance
- Central Utility Plant

SPC/CDF Organizational Model

Site Perimeter (Rural Settings Only)





Intra-Departmental Adjacencies

HEALTH SERVICES

The Service Processing Center (SPC)/Contract Detention Facility (CDF) is responsible for the health and welfare of individuals in its custody. This responsibility mandates the provision of medical staff to provide care to detainees at the SPC in accordance with the Immigration and Naturalization Service Health Care Program (INS HCP) Policy Manual and in compliance with accreditation standards.

A medical clinic is located within the SPC/CDF to provide the necessary health care and treatment. Non-elective medical care not available at the SPC/CDF, but deemed necessary by the health authority, will be referred to outside sources. The HS unit is organized into four functional components described to the right and illustrated on the following page.

HEALTH SERVICES LOCATION

The Health Services Unit must be located inside the secure perimeter and have a close adjacency to the Segregation Unit and Intake/Processing Unit. The unit will have secure access to the Vehicle Sally-Port for emergency transport of ill detainees to medical services outside the SPC/CDF. Access to a nurse triage room adjacent to, or within, the housing units for sick call, medication administration and other medical activities is required to minimize detainee movement.

Detainees are admitted to the Health Services area for health related issues either from initial intake screening, when an incident occurs with an existing detainee through sick call, or due to accident or trauma.

HEALTH SERVICES ORGANIZATION

The conceptual diagram on the following page illustrates the critical intradepartmental adjacencies for Health Services. Access to the facility occurs in two locations. One is from the general detainee intake and processing area, the other is from detainee housing. Detainees being processed for initial admission to the detention facility will enter Medical Intake for health screening. During this process the detainee is returned to a holding cell in Intake and Processing. The second access is for resident detainees who are being examined or treated for illnesses or health related incidents. They are brought into the facility from housing and are placed in holding cells where they are scheduled for examination and treatment (Ambulatory Care or Short Stay) by the Nurse Coordinator. Adjacent to both

Ambulatory Care and the Short Stay Units, the Administrative and Common Support Unit is a secure area segregated from detainee movement yet directly accessible from Ambulatory Care. A central control vestibule is located between the four functional units. Located in this vestibule is a Security Guard and Nurse Coordinator who monitor and control detainee movement.

Functional Components

1.0 Administrative and Common Support Unit

The Administrative and Common Support Unit houses the management and staff offices, records storage, medical storage, pharmacy and support space. It should have direct access to the Ambulatory Care Unit and contain a separate secure entrance for HS staff.

2.0 Medical Intake and Processing Unit

General Intake and Processing is a function administered by U.S. Immigration and Customs Enforcement (ICE) for detainees being admitted to the SPC/CDF. Part of processing a detainee involves screening the detainees for health related issues. These procedures are conducted in the Medical Intake Unit of Health Services. Included is detection of communicable diseases and any physical conditions requiring medical attention. Screening includes x-raying intake detainees. Detainees suspected of having tuberculosis or other highly contagious diseases are sent directly to holding cells and transported to a hospital for isolation and treatment. Detainees with other communicable diseases are sent to the Isolation Medical cells within the Short Stay Unit (Infirmary) for processing. Due to the need for health screening to take place during the general intake process, this function needs to be in close proximity to the Health Service area within the SPC/CDF.

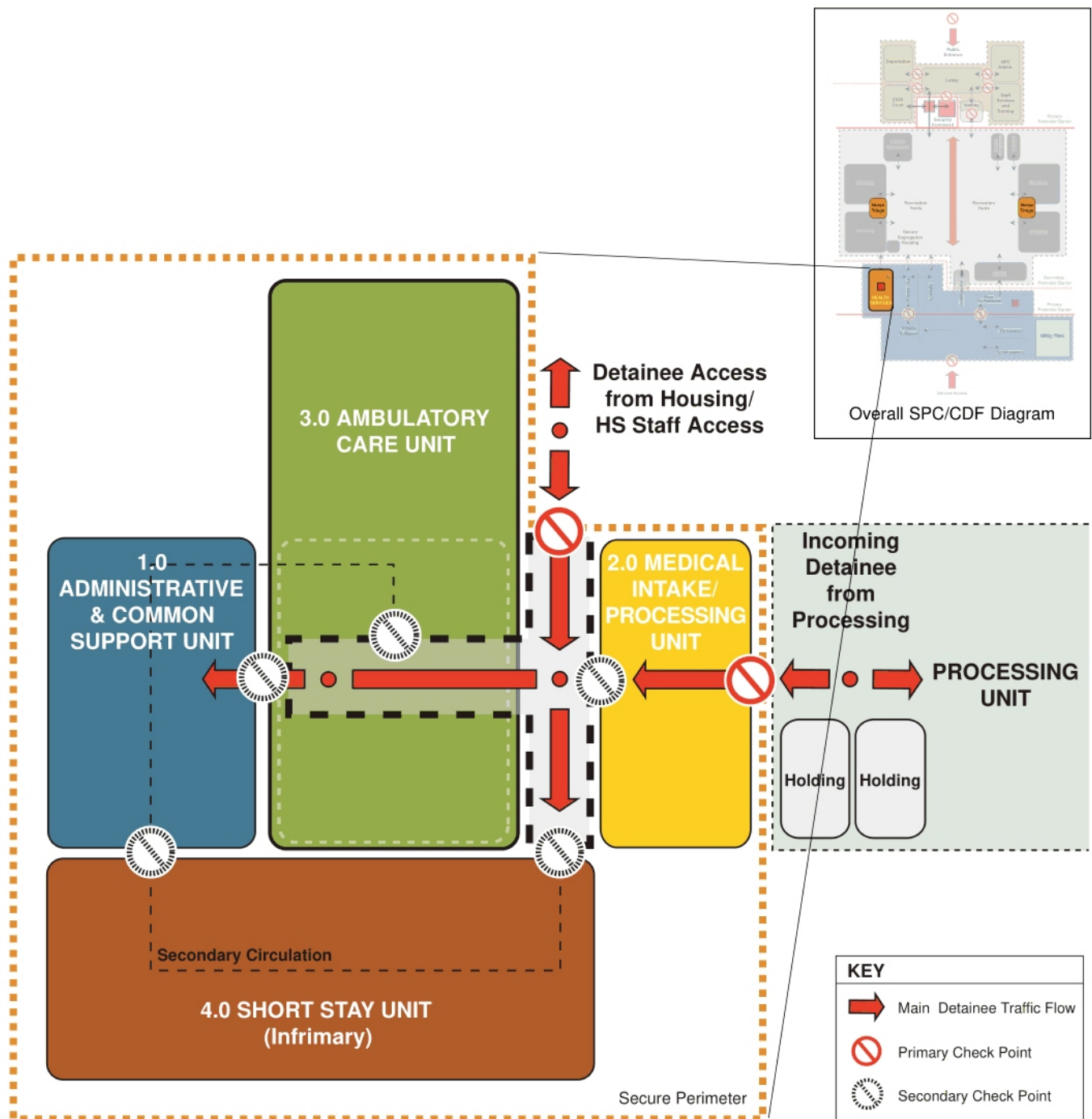
3.0 Ambulatory Care Unit

The Ambulatory Care Unit is the center for detainee sick call and administration of outpatient health care. This unit is essentially a clinic containing nurse triage, medical and dental exam rooms, laboratories, and pharmacy. One entrance to the Ambulatory Care Unit is for detainees entering from housing/triage and the other entry is from detainee general intake/processing. The Ambulatory Care Unit is connected directly to the Short Stay Unit (Infirmary) and Administrative and Common Support Unit.

4.0 Short Stay Unit (Infirmary)

The Short Stay Unit houses the primary functions for the treatment of detainees that need inpatient services. The unit includes a nurse station, clean and soiled utilities, and individual patient rooms complete with showers and toilets. The Short Stay Unit contains patient Isolation Medical Cells.

Health Services Organizational Model





4. SPACE REQUIREMENTS

Health Services (HS)
- *Space Requirements Summary*



Space Requirements Summary

SPACE FORECAST MATRIX

The space requirement for Health Services (HS) were developed through interviews with HS/ICE staff representatives. They were developed as a tool for delineation of space needs based on the number of detainees housed within a SPC/CDF.

Size of facilities are determined by the number of staff and detainees served as well as specific functional requirements of the SPC/CDF. There may, however, be variations depending on operations and specific types of clinical staff available.

The Space Requirement's Matrix on the following page is organized by individual space description. The space descriptions and corresponding area (net square footage) are organized vertically (by row) into the four functional components housed within a typical HS unit. They are: 1.0-Administrative Unit, 2.0-Medical Intake Unit, 3.0-Ambulatory Care Unit, and 4.0-Short Stay Unit (Infirmary).

The matrix is organized horizontally into separate columns representing four ranges of detainee population. These population ranges include: less than 200 detainees, 200-450 detainees, 450-900 detainees, and 900-2000 detainees. The detainee ranges were determined to best represent the capacity range for existing and planned detainee populations and the relative operations, services provided and associated functional space. The matrix on the following page is comprised of the following components:

Item Number: *Sequential numbering system related to the unit type*

HS Components & Spaces: *Room names*

Current Space Standards: *The Space Standards are square footage areas for specific functional space. They are based on the National Commission on Correctional Health Care (NCCHC) facility standards.*

Capacity: *Number of persons (staff and detainees) in a given space*

Units: *Number of spaces*

Unit NSF: *Net Square Footage for a given space*

Total NSF: *Total Net Square Footage = Number of units (spaces) x Unit Net Square Footage*

SPACE CALCULATIONS

The total Net Square Footage is the sum of all net areas of the spaces listed. This number is multiplied by a Net Usable factor (1.55) (an industry factor based on facility type and utilization efficiency) to determine Usable Square Footage. The Net Usable Area is multiplied by a usable Gross factor (1.05) to determine the Total Gross Square Foot for the HS Space Requirement.

Net Square Footage (NSF)

Total clear floor area within a given room, excluding walls, corridors, mechanical equipment rooms, shafts, stairs, and chases.

Usable Square Footage (USF)

Total floor area including mechanical and electrical equipment rooms, general circulation spaces including corridors, stairs, and elevator shafts.

Gross Square Footage (GSF)

Total of building area measured from outside face of exterior walls.



Space Requirements Matrix

Item# HS COMPONENTS AND SPACES		SPACE FORECAST MODELS BY NUMBER OF DETAINEE BEDS																COMMENTS	
		Current Space Standard	Less than 200 Detainee Beds				200-450 Detainee Beds				450-900 Detainee Beds				900-2000 Detainee Beds				
			Capacity	Units	Unit NSF	Total NSF	Capacity	Units	Unit NSF	Total NSF	Capacity	Units	Unit NSF	Total NSF	Capacity	Units	Unit NSF	Total NSF	
1.0 ADMINISTRATION and COMMON SUPPORT UNIT																			
1.1	Medical Records Administrator Office	120	1+1Visitor	0			1+1Visitor	1	100	100	1+1Visitor	1	100	100	1+1Visitor	1	100	100	Registered Health Info. Administrator Private Office w/ window to MRT work area
1.2	Health Services Administrator (HSA) Office	120	1+3 Visitors	1	120	120	1+3 Visitors	1	120	120	1+3 Visitors	1	120	120	1+3 Visitors	1	120	120	Private Office
1.3	Clinical Director (CD) Office	120	1+3 Visitors	1	120	120	1+3 Visitors	1	120	120	1+3 Visitors	1	120	120	1+3 Visitors	1	120	120	Private Office
1.4	Assistant HSA Office	100		0			1	1	100	100	1	1	100	100	1	1	100	100	Private Office
1.5	Administrative Ass't Workstation	80	1	1	64	64	1	1	64	64	1	1	64	64	1	1	64	64	Workstation
1.6	Work Area			1	120	120		1	120	120		1	120	120		1	120	120	Open area for document scanner, cabinets, etc.
1.7	Multi Purpose Room	200	8	1	150	150	12	1	250	250	16	1	400	400	16	1	400	400	Lunchroom; cabinets; sink; bookcases; reference, conference, computers
Common Support Spaces																			
1.8	Medical Records Technician (MRT) Workstation		1	1	64	64	1	2	64	128	1	3	64	192	1	4	64	256	Workstation w/in medical records room
1.9	Medical Records Room	100		1	100	100		1	100	100		1	100	100		1	100	100	Directly adjacent to MRT's, going paperless
1.10	LAN Room			1	48	48		1	48	48		1	48	48		1	48	48	
1.11	Pharmacy	120		1	150	150		1	250	250		1	250	250		1	250	250	
1.12	Pharmacy Supply Room	120		1	100	100		1	200	200		1	200	200		1	200	200	Pill cart storage area
1.13	Ambulatory Medical Supply Room	150		1	100	100		1	120	120		1	120	120		1	120	120	W/ locked cabinet
1.14	Medical Laboratory	100	2	1	100	100	2	1	100	100	2	1	100	100	2	1	100	100	
1.15	Janitor Closet			1	35	35		1	35	35		1	35	35		1	35	35	
1.16	Staff Toilet/Locker Room	50/100		0			4	1	120	120	6	1	160	160	6	1	160	160	1 Staff toilet in 200 detainee facility
1.17	Biohazard Waste / Storage Room			0				1	25	25		1	25	25		1	25	25	Constant exhaust, seamless floor, spill containment
Subtotal Administration and Common Support Unit						786				1,150				1,364				2,318	
2.0 MEDICAL INTAKE and PROCESSING UNIT																			
2.1	Intake Screening Room		2	1	80	100	2	1	100	100	2	2	100	200	2	2	100	200	
2.2	Teleradiology Room (X-Ray)	140		0				1	150	150		1	150	150		1	150	150	
Subtotal Intake/Processing Unit						100				250				350				350	
3.0 AMBULATORY CARE UNIT																			
3.1	Exam Room	100	3	2	100	200	3	4	100	400	3	5	100	500	3	6	100	600	
3.3	Detainee Holding Area (Waiting)	125	10	1	250	250	10	2	250	500	10	2	250	500	10	2	250	500	Provide 1 toilet behind partial height privacy partition in each holding cell
3.4	Detainee Toilet	50	1	1	49	49	1	1	49	49	1	1	49	49	1	1	49	49	
3.5	Dental Office	120		0			1+ Visitor	1	100	100	1+ Visitor	1	100	100	1+ Visitor	1	100	100	Part of "Dental Clinic" - group dental components
3.6	Dental Exam Room (Operatory)	140		0			3	2	140	280	3	2	140	280	3	2	140	280	Part of "Dental Clinic"
3.7	Dental Lab	80		0				1	80	80		1	80	80		1	80	80	Part of "Dental Clinic" - group dental components
3.8	Dental Mechanical Room	25		0				1	25	25		1	25	25		1	25	25	Part of "Dental Clinic" - group dental components
3.9	Mental Health Room	120	2	1	100	100	2	1	100	100	2	1	100	100	2	1	100	100	Psychiatric, psychological or social worker (CSW)
3.10	Nurse Coordinator Room	100	6	1	100	100		1	100	100		1	100	100		2	100	200	BP, wt, ht etc.
3.11	Urgent Care Room	250		1	250	250	6	1	250	250	6	1	250	250	6	1	250	250	
3.12	Telemedicine Machine Room			1	100	100		1	100	100		1	100	100		1	100	100	
3.13	Guard Station			1	80	80		1	80	80		1	80	80		1	80	80	
Subtotal Ambulatory Care Unit						1,129				2,064				2,164				2,364	
4.0 SHORT STAY UNIT (Infirmary)																			
4.1	4 bed ward - See Comments	320	4	0	320			0	320			0	320			0	320		Used in medical/mental referral centers replaced by universal ward room
4.2	2 bed ward - See Comments		2	0	180			0	180			0	180			0	180		Used in medical/mental referral centers replaced by universal ward room
4.3	Single bed room - See Comments	80	1	0	80			0	80			0	80			0	80		Used in medical/mental referral centers replaced by universal ward room
4.4	Mental Health Ward		1	1	80	80	2	1	180	180	2	2	180	360	2	4	180	720	Requirement dependant on ICE HQ
4.5	Suicide Observation Room	80		0				1	80	80		1	80	80		1	80	80	May double as a Time-out Room
4.6	Safety Cell	80		0				1	80	80		1	80	80		1	80	80	rubber room
4.7	Respiratory Isolation Room w/ Vestibule	120	1	1	180	180	1	4	180	720	1	6	180	1,080	1	6	180	1,080	Universal ward room - Negative pressure, bed against wall, w/ combo + shower
4.8	Nurse Manager's Office	100	4	0			1	1	80	80		1	80	80		1	80	80	
4.9	Nurses Station w/ Security Officer	100	3	0			2	1	128	128	3	1	192	192	3	1	192	192	
4.10	Detainee Shower/Tub Room			1	50	50	1 + Nurse	1	50	50	1 + Nurse	1	50	50	1 + Nurse	1	50	50	w/ roll-in shower & tub
4.11	Medication Prep Room			0				1	25	25		1	25	25		1	25	25	
4.12	Kitchenette	80		0				1	125	125		1	125	125		1	125	125	w/ nurses station
4.13	Physical Therapy Room											1	100	100		1	100	100	Requirement Dependent on ICE HQ
4.14	Infirmary Supply Room	100		0				1	100	100		1	100	100		1	100	100	wheel chairs, crutches etc. + med. Supplies
4.15	Soiled Linen Room	50		0				1	40	40		1	50	50		1	50	50	w/ slop sink
4.16	Clean Linen Room	50		0				1	40	40		1	50	50		1	50	50	
4.17	Janitor's Closet	50		0				1	35	35		1	35	35		1	35	35	
4.18	Staff Toilet			1	50	50		1	50	50		1	50	50		1	50	50	
4.19	Day Room			0	0		6 + 1	1	180	180	8 + 1	1	180	180	8 + 1	1	180	180	
Subtotal Short Stay Unit (Infirmary)						360				1,913				2,637				2,997	
Total NSF						2,375				5,377				6,515				8,029	
Net Usable Factor					1.55				1.55				1.55				1.55		
Total Usable Area (USF)= NSF x Net Usable Factor						3,681				8,334				10,098				12,445	
Usable Gross Factor					1.05				1.05				1.05				1.05		
Total Gross Area=USF x Usable Gross Factor						3,865				8,751				10,603				13,067	



5. DEPARTMENTAL REQUIREMENTS

- 1.0 Administrative and Common Support Unit
- 2.0 Medical Intake/Processing Unit
- 3.0 Ambulatory Care Unit
- 4.0 Short Stay Unit (Infirmary)



1.0 ADMINISTRATIVE and COMMON SUPPORT UNIT



Administrative and Common Support Unit - Functional Adjacencies

1.0 ADMINISTRATIVE AND COMMON SUPPORT UNIT

The Administrative and Common Support Unit contains the Administrative Offices, Medical Records Storage and Common Support Space for Public Health Services. Common Support areas include those areas that are shared between Administrative, Ambulatory Care and Short Stay functions and are Central to all three. The Administrative and Common Support Unit has direct access to the Ambulatory Care Unit. The Refer to the diagram on page 5.5.

Administrative and Common Support Unit

Critical Issues

- ✓ Administrative Unit should be segregated from direct detainee access
- ✓ Administrative Unit should have direct access to the Ambulatory Care Unit.

Special Requirements

The Administrative and Common Support Unit should be contained in a secured area separated from detainee flow. It is desirable for offices to be located on exterior walls for natural daylight. It should be immediately accessible from the main entry vestibule and contain centralized access to support functions used by both Ambulatory Care and Short Stay Units. Several functions are centrally located common support for both Ambulatory Care and Short Stay Units. These functions include Medical Records, Medical Supply Medical Laboratory and Pharmacy. The Pharmacy and Medical Records should contain secure, pass-through windows accessed from the main vestibule outside of the secure Administrative and Common Support Unit corridor. Direct access from Administrative and Common Support shall be provided to Ambulatory Care and where possible into the Short Stay Unit. All doors accessing the Administrative and Common Support Unit must be secured. The walls separating the Administrative and Common Support Unit from other functions in the facility must be secure construction. The Pharmacy, Pharmacy Storage and Medical Supply rooms must be of secure construction.

Space Requirements

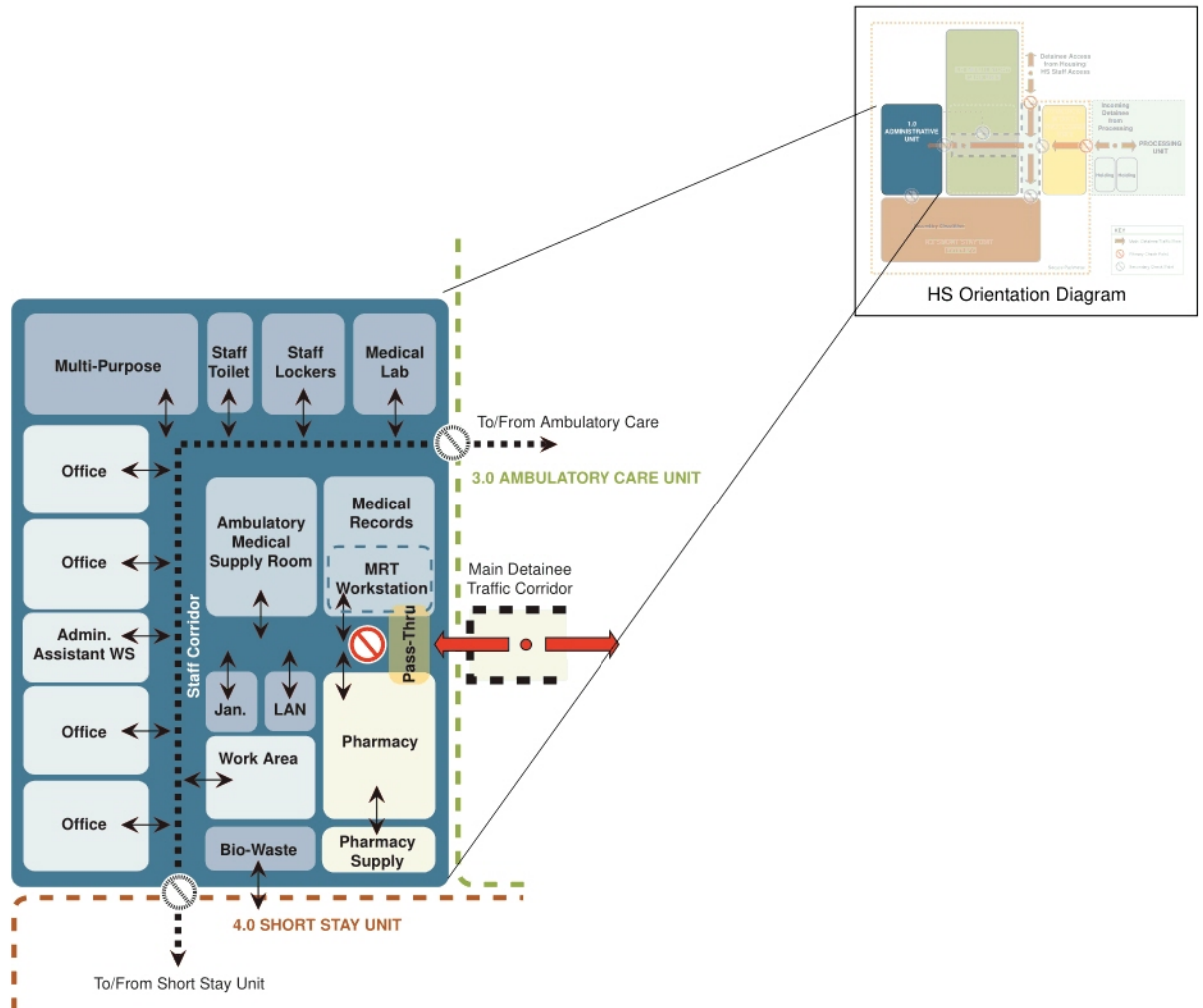
1.0 ADMINISTRATIVE UNIT

- 1.1 Medical Records Administrator Office
- 1.2 Health Services Administrator (HSA) Office
- 1.3 Clinical Director (CD) Office
- 1.4 Assistant HSA Office
- 1.5 Administrative Assistant Workstation
- 1.6 Work Area
- 1.7 Multi Purpose Room

Common Support Area

- 1.8 Medical Records Technician (MRT) Workstation
- 1.9 Medical Records Room
- 1.10 LAN Room
- 1.11 Pharmacy
- 1.12 Pharmacy Supply Room
- 1.13 Ambulatory Medical Supply Room
- 1.14 Medical Laboratory
- 1.15 Janitor Closet
- 1.16 Staff Toilet/Locker Room
- 1.17 Biohazard Waste/Storage Room

2.0 ADMINISTRATIVE AND COMMON SUPPORT UNIT ORGANIZATIONAL MODEL





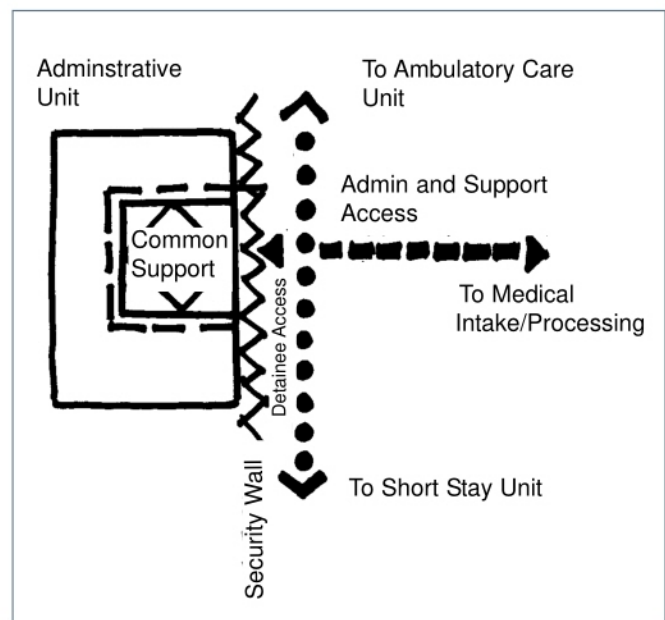
Administrative and Common Support Unit - Concepts

INTRODUCTION

In order to delineate Administrative Common Support Unit operational imperatives, the following diagrams describe and diagram the relationships between HS staff, detainees and specific processes.

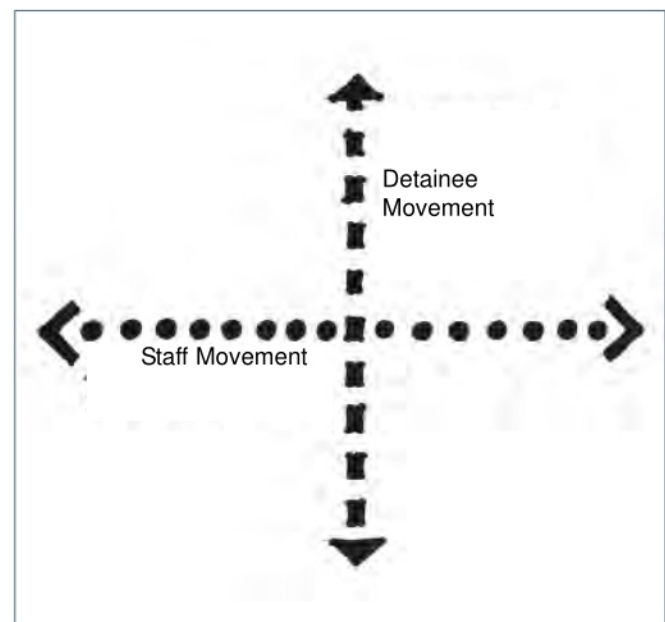
1. Centralized Secure Functions

Three functional areas have been identified as needing special secure construction. These are the Pharmacy and Pharmacy Storage, Medical Supply Storage, and the Administration area. Since all three of these areas serve both Ambulatory Care and the Short Stay Infirmary, they should be located central to these functions with secure entry away from detainee circulation corridors. The diagram illustrates how these functions may be collocated.



2. Segregated/Isolated Flow between Detainee and Staff

The concept of isolation and segregation of flow illustrates how detainee and staff circulation patterns may be organized to minimize conflict and maintain a hierarchy in access and help to further define the location of secured spaces.



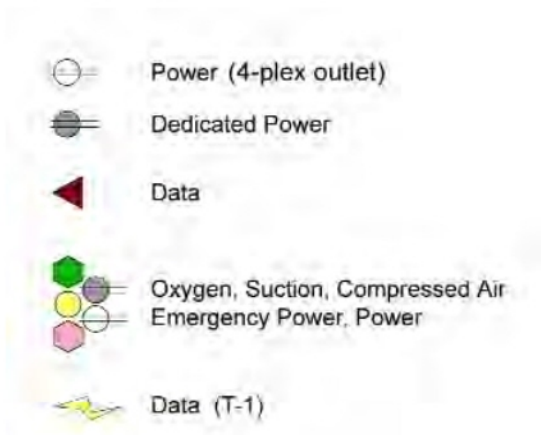


Administrative and Common Support Unit - Space Materials and Room Data Sheets

ROOM DATA SHEETS

The following provides specific data regarding the rooms located within the Administrative and Common Support Unit of Health Services. Each room data sheet includes the following information:

- ✓ Functional Description
- ✓ Representative Photograph
- ✓ Room Floor Plan
- ✓ Isometric
- ✓ Space Materials Matrix
- ✓ Room Equipment Matrix



SYMBOL LEGEND

BI - Built-in
F - Furniture
ME - Medical Equipment



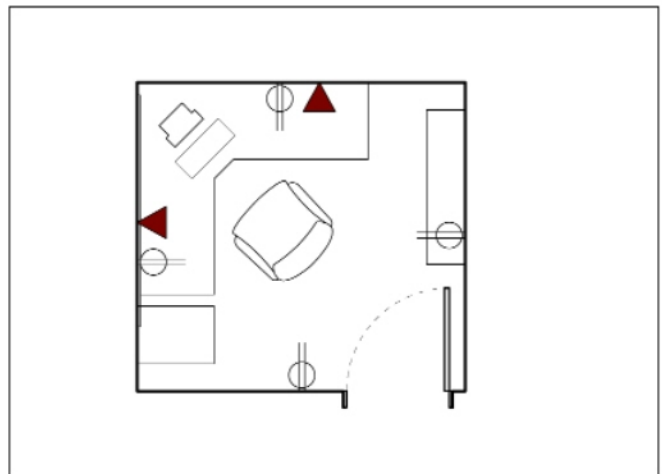
Administrative and Common Support Unit - Room Data Sheet

1.1 MEDICAL RECORDS ADMINISTRATIVE OFFICE

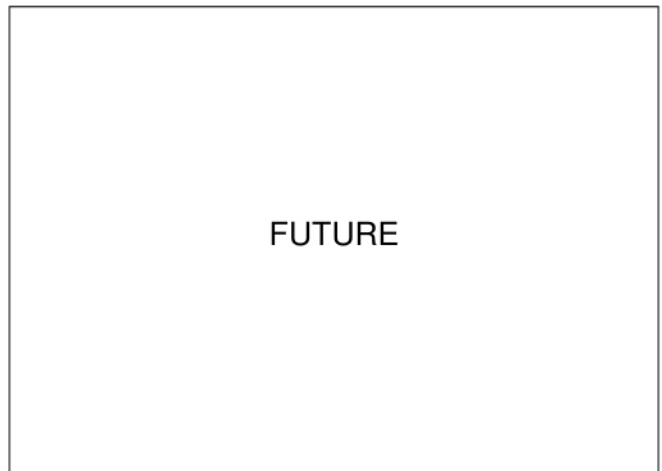
The Medical Records Administrative Office is a private office for the Medical Records Administrator. The function of the Medical Records Administrator is to manage the recording and storage of detainee medical records. It is important for this space to be near the Medical Records Room. This office should have visual access to the medical technician workstations.



Photo



Floor Plan (100 nsf)



Isometric

1.1

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	Carpet	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		Telephone/LAN

1.1

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.2 HEALTH SERVICES ADMINISTRATOR (HSA) OFFICE

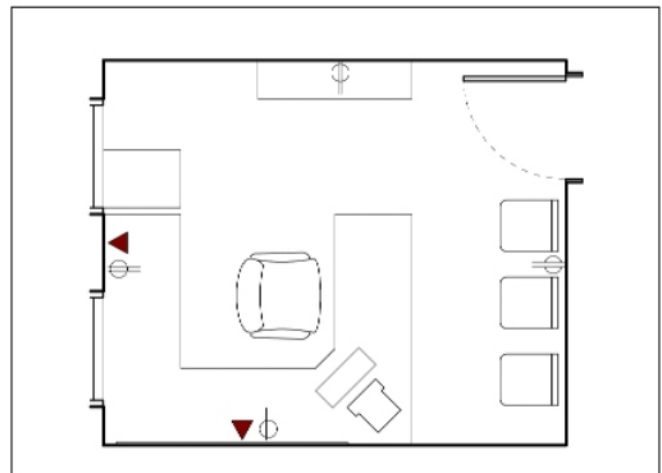
The office of Health Services Administrator (HSA) is a private office located within the Administrative Unit. The office should provide seating for meeting with one to three visitors.

Administrative activities include :

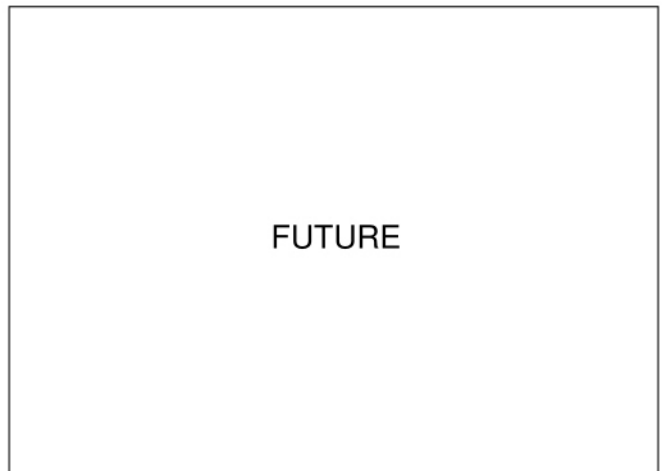
- ✓ Planning, budget management, travel
- ✓ Answer correspondence: written, electronic, phone and fax
- ✓ Employee counseling
- ✓ Storage of files: projects, employees' health and leave records, etc...
- ✓ Assists in the maintenance of facility accreditation (ACA, NCCHC, JCAHO)
- ✓ Coordinates implementation of policy and procedures.
- ✓ Mentors junior officers



Photo



Floor Plan (120 nsf)



Isometric

1.2

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
Gypsum	Carpet	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
			GFI Outlets		Telephone/LAN

1.2

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.3 CLINICAL DIRECTOR (CD) OFFICE

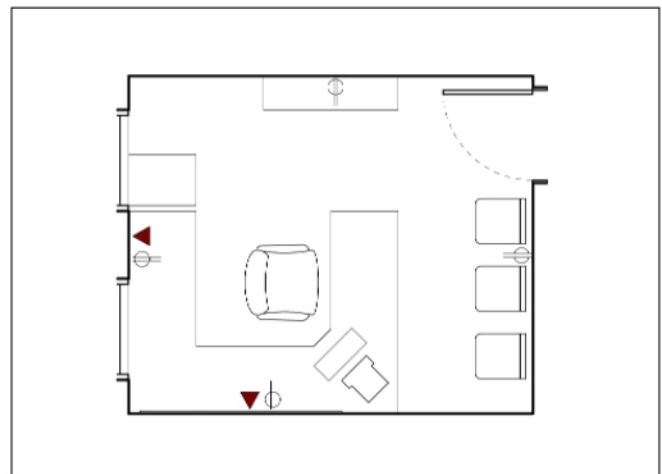
The office of the Clinical Director is similar to the HSA office. The responsibility of the Clinical Director is oversight of Medical, Dental and Mental Health services. In some cases this office is located in Ambulatory Care Unit to be close to these clinical functions.

Clinical Director functions include the following:

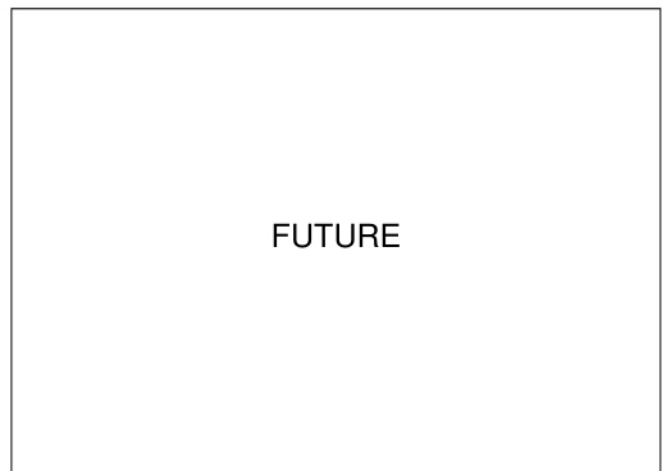
- ✓ Administrative activities like planning.
- ✓ Answer correspondence: written, electronic, phone and fax.
- ✓ Coordinates daily clinical operations, consults\ and mentor clinical staff.
- ✓ Peer review on charts daily
- ✓ Directs patient care.
- ✓ Evaluate of charts for compliance with local operational policies/procedures.
- ✓ Assists in the maintenance of facility accreditation.
- ✓ Reviews medical competency of staff and provide in-services.
- ✓ Assumes medical care of difficult medical cases.
- ✓ Mentors junior officers.
- ✓ Assumes medical care of difficult medical cases.
- ✓ Mentors junior officers.



Photo



Floor Plan (120 nsf)



Isometric

1.3

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	Carpet	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		Telephone/LAN

1.3

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.4 ASSISTANT HSA OFFICE

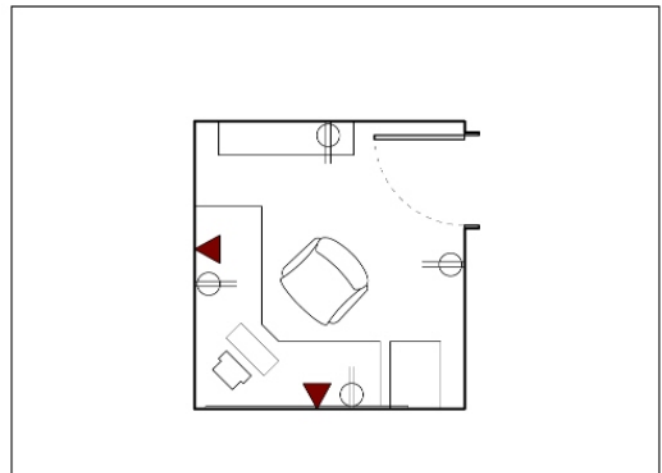
The Assistant HSA position is the primary support of the HSA and should be located in a private office near HSA office.

Assistant HSA functions include the following:

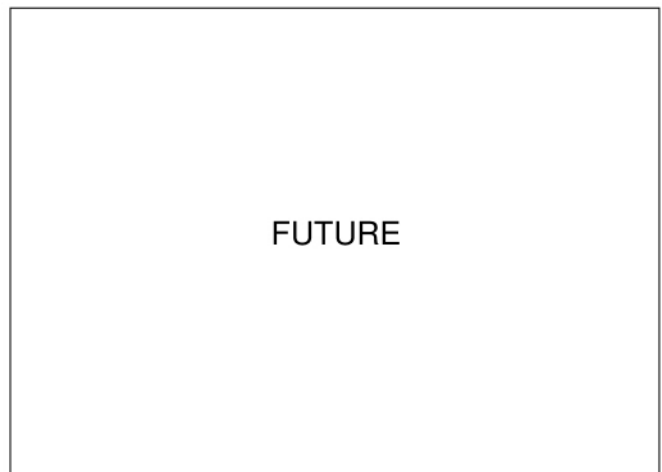
- ✓ Performs administrative activities
- ✓ Answers correspondence: written, electronic, phone and fax
- ✓ File maintenance and retrieval, archiving documents, records and correspondence. Maintenance of credential files
- ✓ Assists with staffing issues and or day to day operation of the clinic.
- ✓ Assists in the management of the operating budget
- ✓ Assists in the maintenance of facility accreditation



Photo



Floor Plan (100 nsf)



Isometric

1.4

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	Carpet	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		Telephone/LAN

1.4

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.5 ADMINISTRATIVE ASSISTANT WORKSTATION

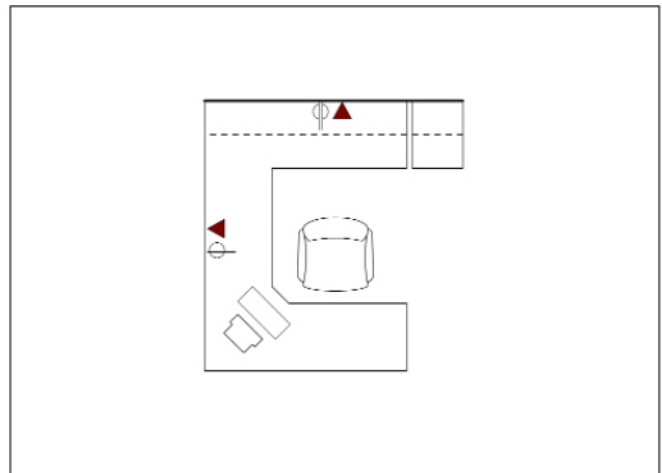
The Administrative Assistant provides direct support for HSA and Clinical Director. This workstation should be located with direct access to both the HSA and Assistant HSA offices.

Administrative activities include :

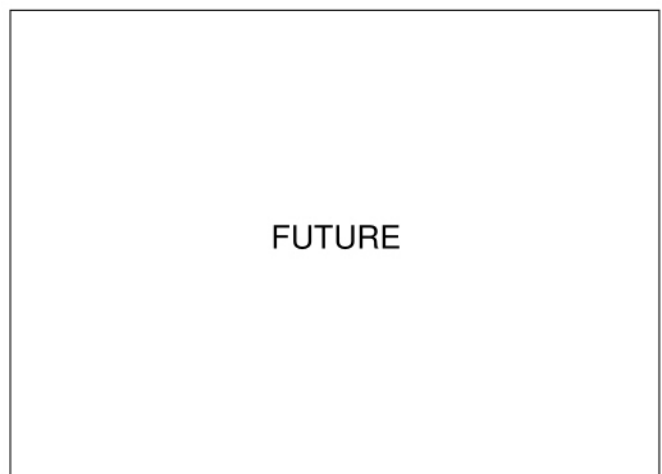
- ✓ Provides clerical support to HSA and CD
- ✓ Answer correspondence: written, electronic, phone and fax
- ✓ Completes filing and storage



Photo



Floor Plan (64 nsf)



Isometric

1.5

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	Carpet	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		Telephone/LAN

1.5

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.6 WORK AREA

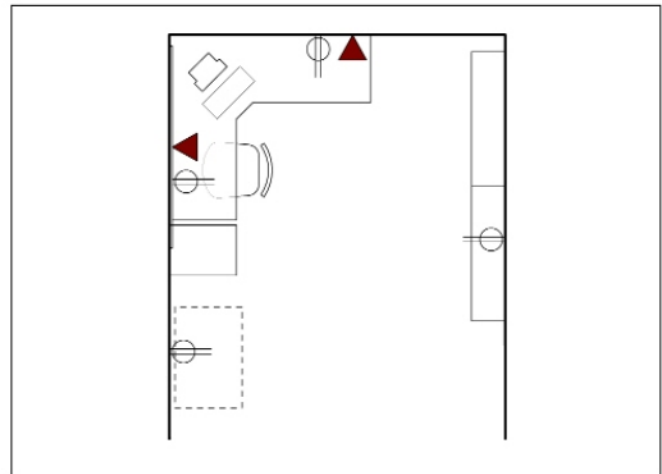
The Work Area is essentially an open work station with document scanner, workstation and cabinets for use by administrative staff. It should be located close to Medical Records and Medical Records Technicians.

The Work Area includes the following functions:

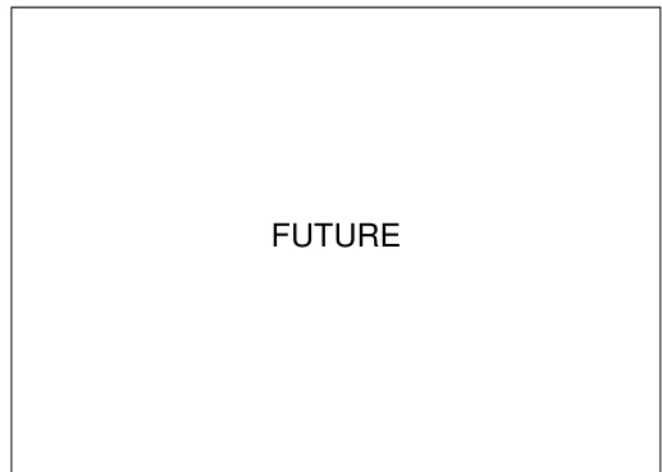
- ✓ Location of fax, shredder, cabinets.
- ✓ Storage of stationary supplies.



Photo



Floor Plan (120 nsf)



Isometric

1.6

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		

1.6

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.7 MULTI PURPOSE ROOM

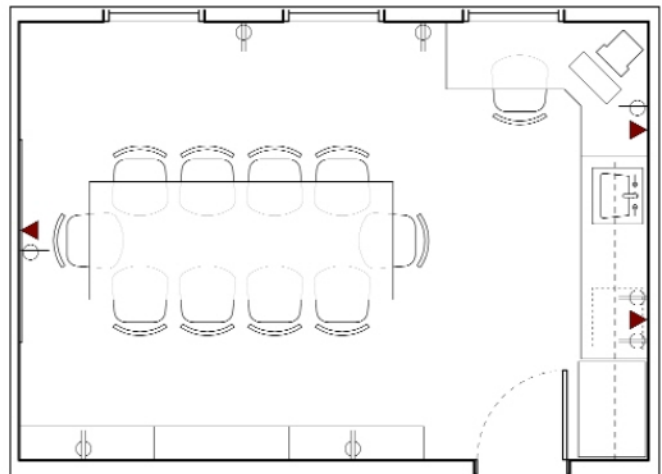
The Multi-Purpose Room is a conference and training space located in the Administrative Unit. It contains a kitchenette with sink, reference materials and bookshelves. This room may be used as a break/lunch room.

The Multi-Purpose Room includes the following functions:

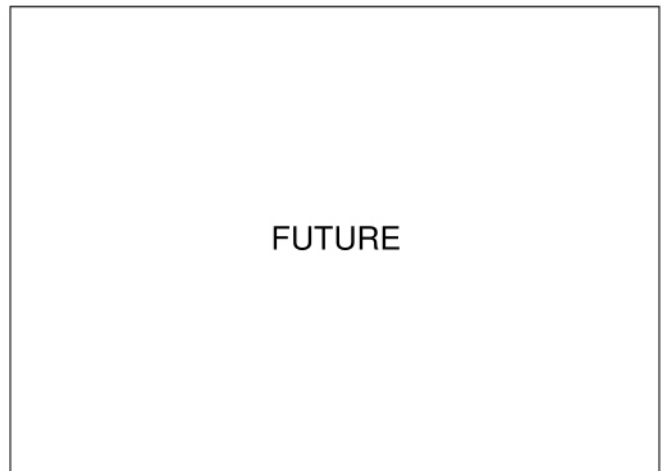
- ✓ General staff meeting
- ✓ Staff Training
- ✓ Food preparation
- ✓ Break/Lunch



Photo



Floor Plan (150 - 400 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.8 MEDICAL RECORDS TECHNICIAN (MRT) WORKSTATION

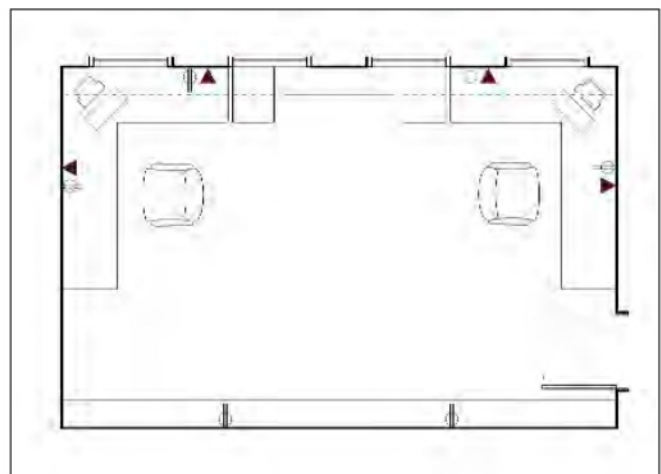
The Medical Records Technicians occupy workstations located within the Medical Records Room or directly outside the door.

MRT include the following functions:

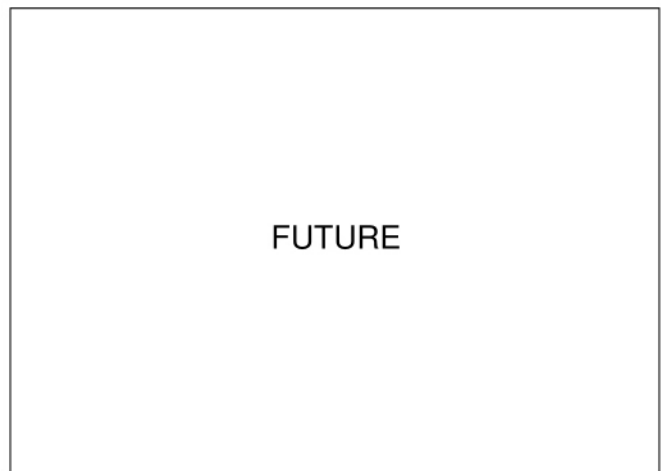
- ✓ Clerical work: print labels, make copies, answer the phone
- ✓ Enters all new arrivals into the system
- ✓ Schedules appointments
- ✓ Compiles charts
- ✓ Reviews charts as they come back to medical records for signatures, completed notes and labels placed on all forms
- ✓ Files completed charts
- ✓ Pulls charts for Sick Call and Physical exams
- ✓ Pulls charts upon request for peer review or studies
- ✓ Compiles charts for transfer
- ✓ Collects and file routing slips
- ✓ Conducts quarterly chart audits for completeness of medical records
- ✓ Pulls inactive charts and file
- ✓ Faxes Medical Hold list to detention and deportation staff daily
- ✓ Conducts other clinics to request information, reports, release of information for continuation of care
- ✓ Conducts other clinics to request information, reports, release of information for continuation of care



Photo



Floor Plan (64 - 256 nsf)



Isometric

1.8

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		

1.8

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.9 MEDICAL RECORDS ROOM

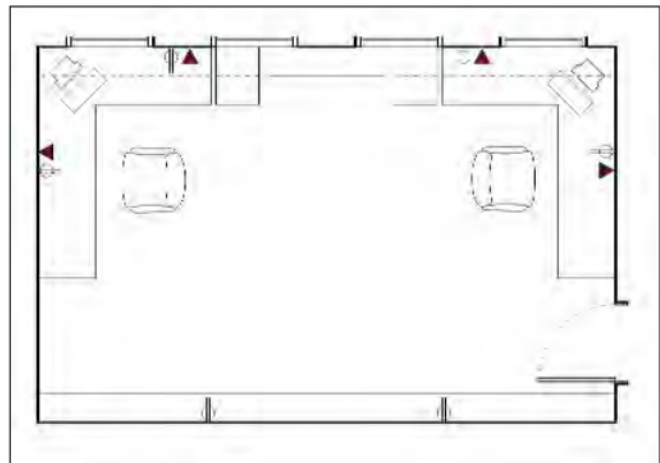
The Medical Records Room is a secure and fire rated room with direct access to MRT workstations. One consideration in the planning of this room is the need for technology in the development of electronic documentation. In the new model technology may reduce the need for a Medical Records Room.

Medical Records includes the following functions:

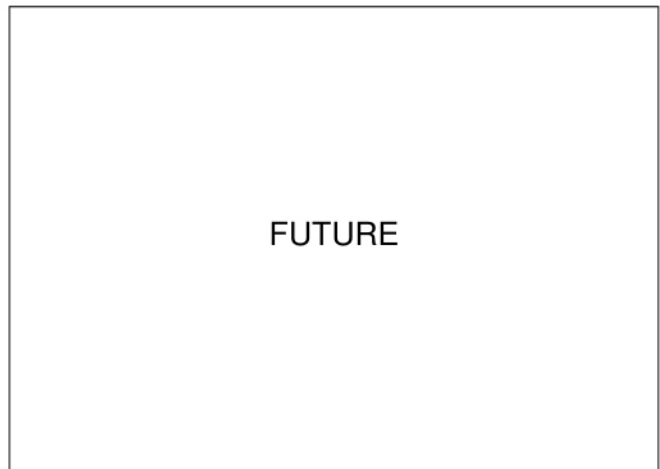
- ✓ Enters all new arrivals into the system.
- ✓ Makes copies of forms needed for the charts.
- ✓ Storage of patient's charts, inactive and active charts.
- ✓ Storage all routing slips.
- ✓ Schedules outside referrals, release of information, PI reports
- ✓ Refers medical holds, supply orders, schedule sick-call appointments.
- ✓ Conducts medical record review, filing and data entry.
- ✓ Archiving records, medical record storage.
- ✓ In some locations is used for: Nursing stations, lunch room, Clinical Directors work station.



Photo



Floor Plan (100 nsf)



Isometric

1.9

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	VCT	Acoustic Tile	Standard H.M. Dutch Door	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		Telephone/L:AN

1.9

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.10 LAN ROOM

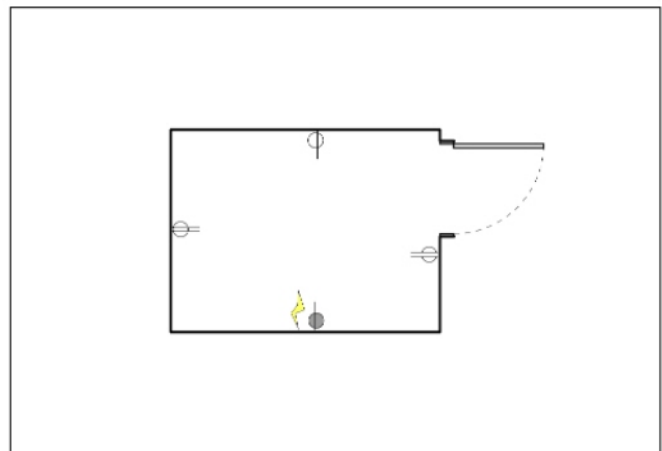
The Local Area Network (LAN) Room is a secure space for computer servers that is located within the acceptable range for length of runs of fiber-optic cabling.

The LAN Room includes the following functions:

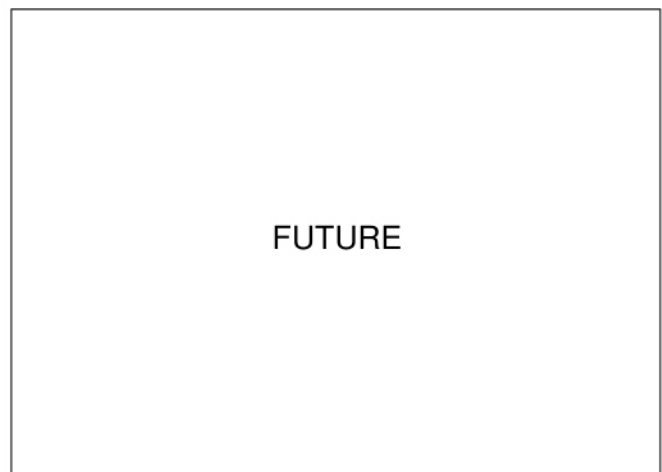
- ✓ Contains the server for DIHS network systems
- ✓ Used to store server supplies and electronic supplies



Photo



Floor Plan (48 nsf)



Isometric

1.10

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications

1.10

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.11 PHARMACY

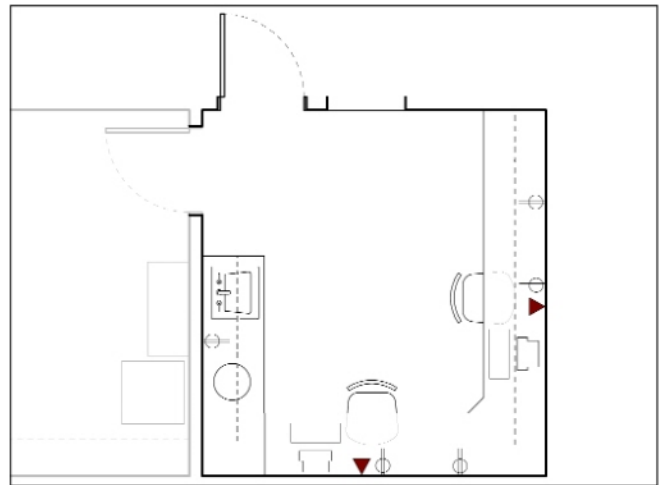
The Pharmacy is a secure room centrally located to Ambulatory Care and Short Stay Units within the Common Support area. The primary purpose of the Pharmacy is for the control and dispensing of medications to HS staff. A secure window is located with access to the main corridor for dispensing pharmaceuticals.

The following are functional uses of the Pharmacy:

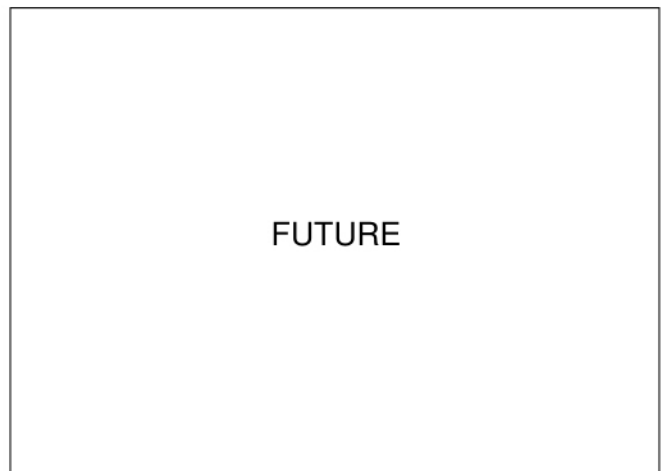
- ✓ Performs administrative duties
- ✓ Order, fill store pharmaceutical supplies
- ✓ Maintains pharmacy inventory
- ✓ Storage of controlled medications and maintain control logs
- ✓ Storage of pharmaceutical supplies in refrigerator
- ✓ Refills night cart for expired drugs
- ✓ Maintains sharps inventory. Maintain control logs
- ✓ Prints and distributes medication renewal list.
- ✓ Files Rx for inpatient/ambulatory care
- ✓ In some facilities with limited office space is used as the pharmacist's office
- ✓ Should have a private area for patient counseling
- ✓ Handsink with hot and cold water
- ✓ Pass through window for dispensing medicines



Photo



Floor Plan (150 - 250 nsf)



Isometric

1.11

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Secure 2	VCT	Acoustic Tile	Detention H.M.	Mechanical Detention	Secure Pass-Through
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Sink	Vent Hood		Per Equipment Manuf. Recom.	Intrusion Detection, PA, Duress Alarm	Telephone(Speaker) LAN

1.11

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.12 PHARMACY SUPPLY ROOM

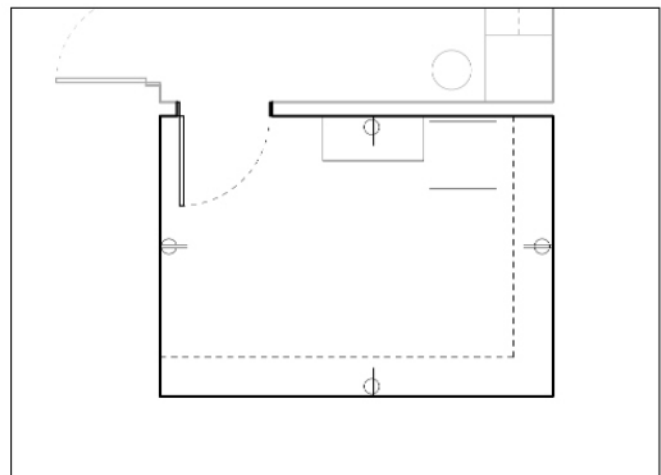
The Pharmacy Supply Room is a secure room with direct access to the Pharmacy.

The following are functional uses of the Pharmacy Supply Area:

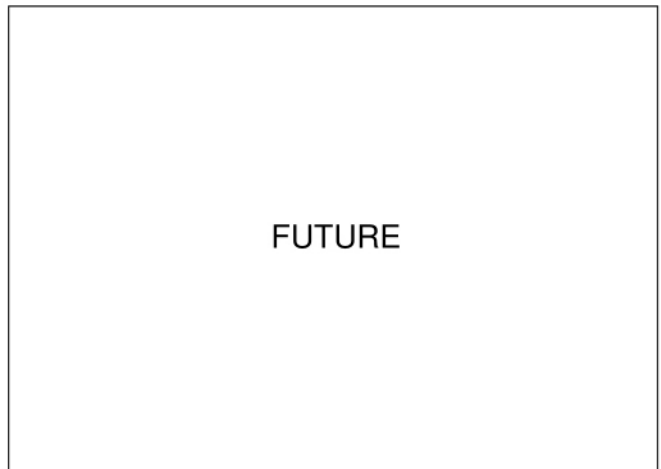
- ✓ Storage of bulk pharmacy items like: cases of Ensure, Maalox, various OTCs, prescriptions vials, bottles, lids, etc.
- ✓ Storage of non-formulary medications and medications rarely used.
- ✓ Has a cart for restocking the night cabinet and another cart for use when delivering supplies to the various clinic areas.
- ✓ This room contains all the medication supplies, syringes, vials, etc.
- ✓ Storage of controlled medications.



Photo



Floor Plan (100 - 200 nsf)



Isometric

1.12

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Secure 2	VCT	Secured Ceiling	Custom H.M.	Mechanical Detention	Secure Pass-Through
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets	Intrusion Detection	

1.12

[illegible]



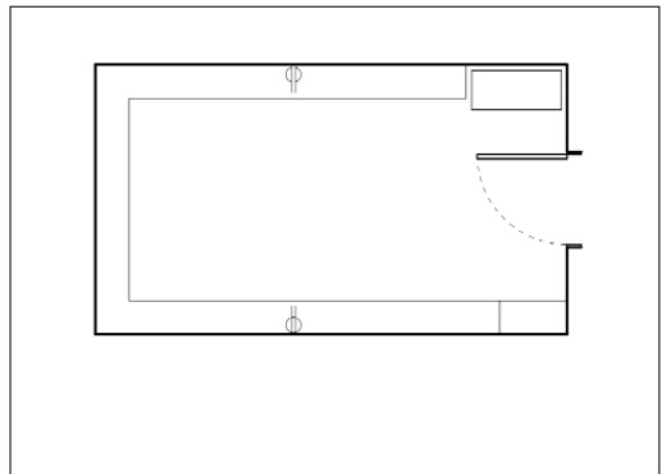
Administrative and Common Support Unit - Room Data Sheet

1.13 AMBULATORY MEDICAL SUPPLY ROOM

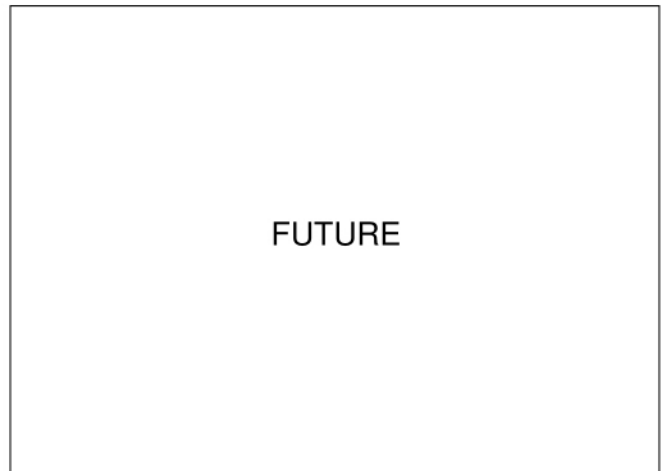
The Ambulatory Medical Supply Room is for storage of medical equipment necessary for the treatment of detainees. Examples of items to be stored in this room are - crutches, splints and wheelchairs.



Photo



Floor Plan (100 - 120 nsf)



Isometric

1.13

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			No Outlets	Intrusion Detection	

1.13

[illegible]



Administrative and Common Support Unit - Room Data Sheet

1.14 MEDICAL LABORATORY

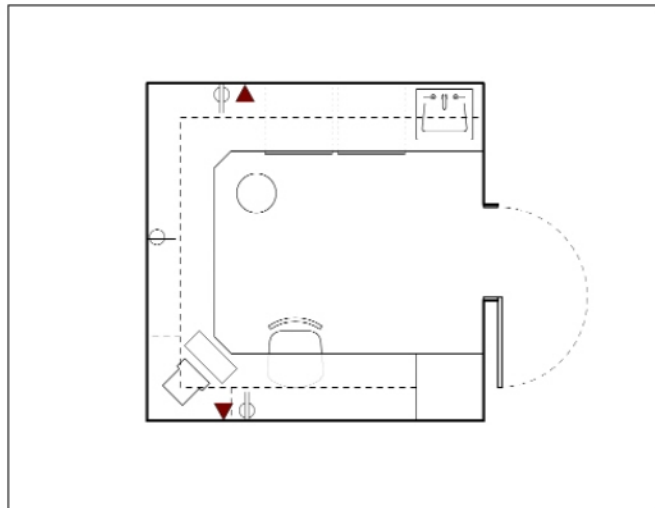
The Medical laboratory is used for testing and analysis of bodily fluids and cultures in health diagnosis. It contains freezer storage and technical equipment necessary for the completion of these analyzes. The Medical laboratory contains upper and lower storage cabinets with laboratory stone counters and sinks.

Following are functional uses of the Medical Laboratory:

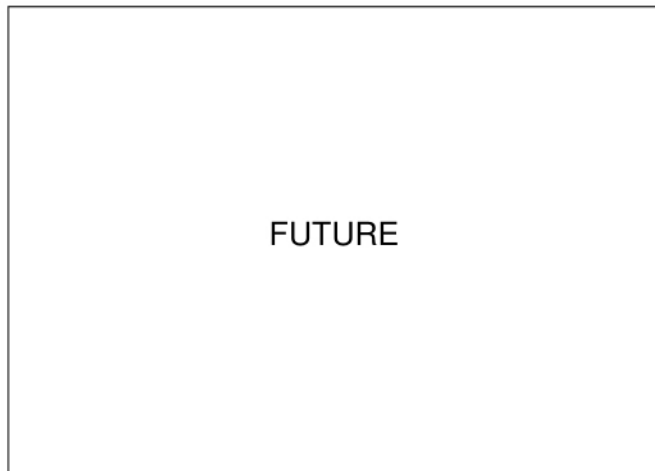
- ✓ Collection of laboratory specimens: blood, stool, urine
- ✓ Storage of laboratory supplies
- ✓ Hand washing and eye washing stations
- ✓ Refrigeration equipment for specimen preservation - monitors temperatures twice a day
- ✓ Sharp containers and store Bio-hazardous supplies
- ✓ Provides storage space for sharps inventory
- ✓ Used for teaching detainees to perform self-care (blood sugar checks, administering insulin, and drawing up medications)



Photo



Floor Plan (100 nsf)



Isometric

1.14

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Secure 1	VCT	Acoustic Tile	Custom H.M.	Mechanical Detention	
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Sink	Vent Hood		Per Equip. Manuf.	Intrusion Detection, PA	Telephone, LAN

1.14

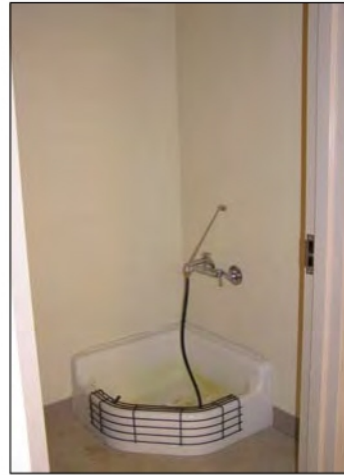
[illegible]



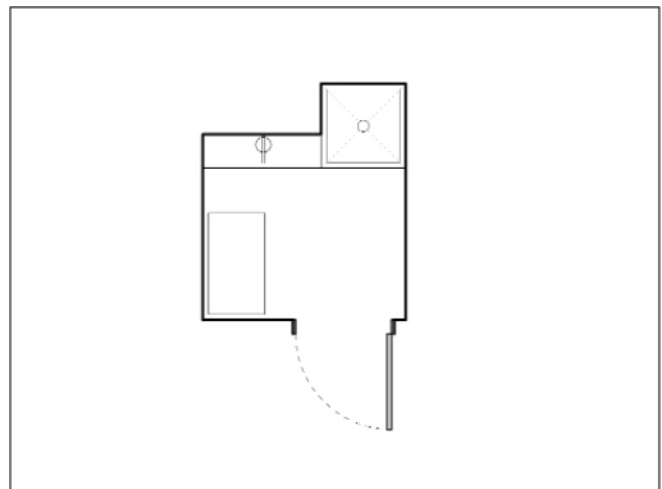
Administrative and Common Support Unit - Room Data Sheet

1.15 JANITOR'S CLOSET

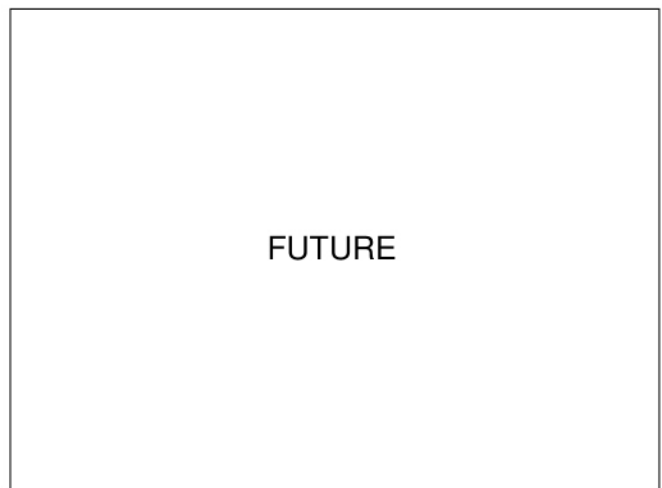
The Janitor's Closet should be adequately sized for a mop sink and potentially a hot water heater. Space should also be provided for storage of soap, detergents and other cleaning products. Included in the Janitor's Closet will be mop hangers, floor sink, germicidal soap and paper towel dispenser.



Photo



Floor Plan (100 nsf)



Isometric

1.15

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Masonry	Sealed Concrete	NA	Standard H.M.	Builders Hardware	
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Mop Sink			GFI Outlets		

1.15

[illegible]



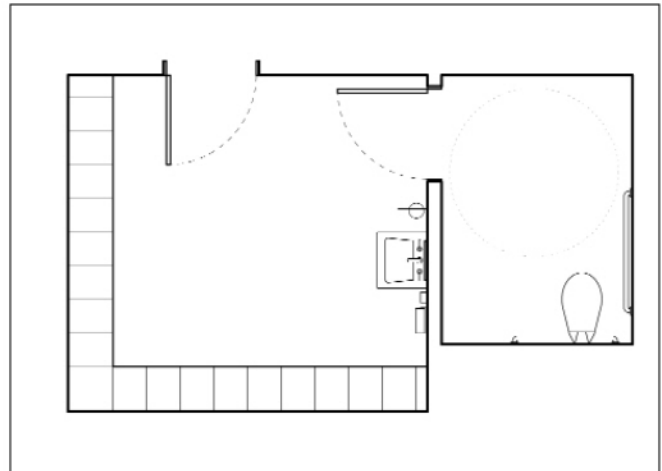
Administrative and Common Support Unit - Room Data Sheet

1.16 STAFF TOILET/LOCKER ROOM

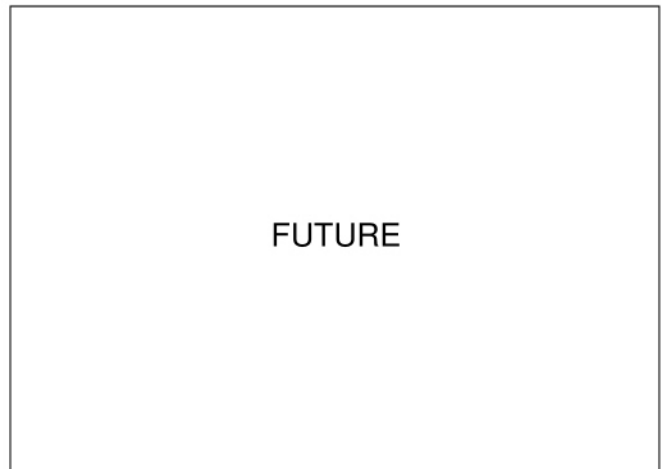
The Staff Locker Rooms provide space for staff to store personal property. One each Toilet/Locker Room combination should be provided for men and women. Housed with the lockers should be staff toilets and showers. Location of the staff Locker Room should be central to Ambulatory Care and Short Stay Units.



Photo



Floor Plan (120 - 160 nsf)



Isometric

1.16

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Masonry	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		Telephone, LAN

1.16

[illegible]



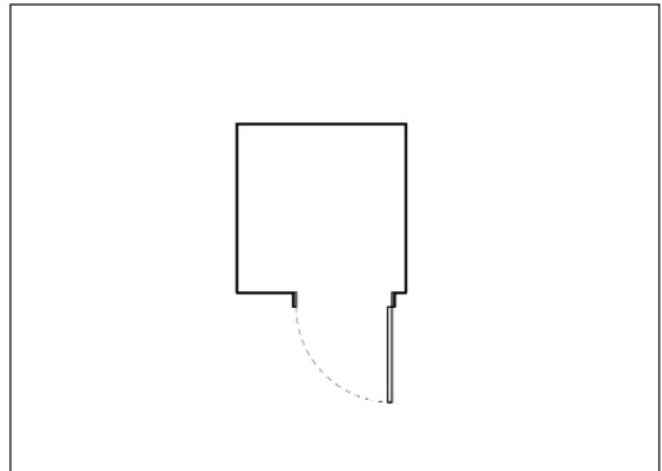
Administrative and Common Support Unit - Room Data Sheet

1.17. BIOHAZARD WASTE (CLOSET)/STORAGE ROOM

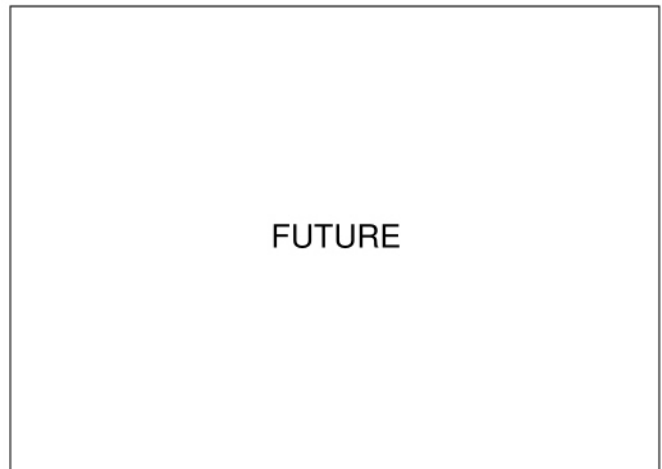
The Bio-hazardous Waste Storage Room is a secured room used for the storage of waste. This room should have a separate ventilation system



Photo



Floor Plan (25 nsf)



Isometric

1.17

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Masonry	VCT	Acoustic Tile	Custom H.M.	Mechanical Detention	
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
	Direct Exhaust				

1.17

[illegible]



2.0 MEDICAL INTAKE/PROCESSING UNIT



Medical Intake/ Processing Unit - Function

2.0 MEDICAL INTAKE/PROCESSING UNIT

The Medical Intake/Processing Unit for Health Services includes detainee health screening for general health and communicable diseases. This includes Tuberculosis screening by chest x-ray. Of primary importance in HS screening is the segregation of detainees being x-rayed from those in Ambulatory Care. A segregation vestibule is provided to separate the two functions. Off of this vestibule are holding cells and the Teleradiology (x-ray) Room. Refer to the diagram on page 5.35.

ACCESS TO CARE

Detainee access to care may occur at different times during the duration of their stay at a Service Processing Center. This may occur during detainee processing, sick call or if an incident occurs requiring immediate medical attention (urgent care). Refer to page 5.35 for workflow diagrams.

DETAINEE PROCESSING

Detainees begin their health screening at the time of initial Intake and Processing for admission into the SPC/CDF. They arrive at a Vehicle Sally Port and are escorted into the processing area. During processing the detainee is given a brief physical exam to check height, weight, blood pressure, heart and lungs (vitals). They are brought into the HS secure vestibule where they are placed in a holding cell while awaiting x-ray. Detainees are x-rayed to determine if they have lung disease (tuberculosis). While x-rays are processed and evaluated, detainees are held in waiting/holding rooms in the SPC/CDF Intake and Processing area. If tests are negative and there are no other health concerns the detainee is released to complete intake.

If the detainee tests positive to a serious disease or displays other conditions requiring emergency medical attention, he/she is escorted back to the vehicle Sally Port for ambulance transport to a hospital.

If the detainee has a medical condition that is not an emergency, he/she is admitted to the HS Ambulatory care Unit for further examination and treatment.

If the detainee is suspected of a communicable illness, he/she is immediately admitted to a room with appropriate isolation capabilities in either the Short Stay Unit (Infirmary) or the Special Housing Unit. The Special Housing Unit is used for detainees that are incarcerated for capital offenses or are a threat to staff or other inmates.

Medical Intake/Processing Unit

Critical Issues

- ✓ Provide enclosed vestibule for intake/processing.
- ✓ Intake teleradiology and holding should be off of a vestibule with shared access to SPC/CDF Intake and Processing. This will provide segregation of detainees with potential communicable diseases from those in Ambulatory Care and Intake.
- ✓ HS screening should be located in the general SPC/CDF Intake and Processing Area
- ✓ Detainee Holding Cells should be located with access to the enclosed vestibule for holding detainees while they await x-ray results

Special Requirements

The Medical Intake Unit houses two health Screening Rooms and a Teleradiology Room. The Teleradiology Room shall contain an observation window and be built using lead-shielded construction. The Teleradiology Room is accessed from a secure vestibule that acts as an air lock between Ambulatory Care and general Intake and Processing. Detainees being admitted to the detention facility are x-rayed as part of the general health screening process to detect potential respiratory diseases. Once x-ray procedure is completed, the detainee is held in secure holding rooms inside of general Intake and Processing until they are assigned to a Housing Unit. The Teleradiology Room is also used for inpatient and outpatient diagnostics. There should be direct access to Medical Intake from the central vestibule.

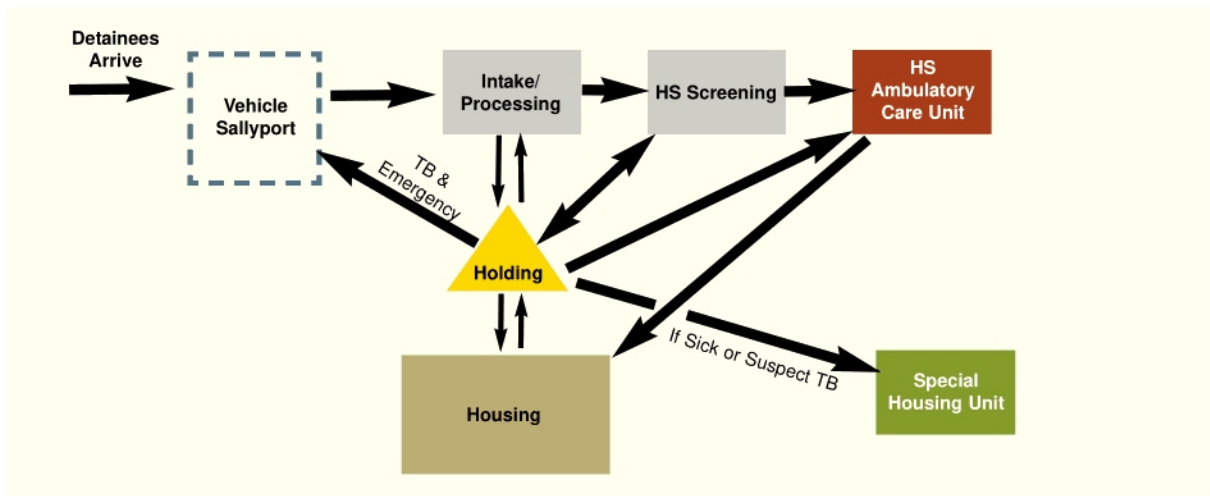
Space Requirements

2.0 MEDICAL INTAKE UNIT

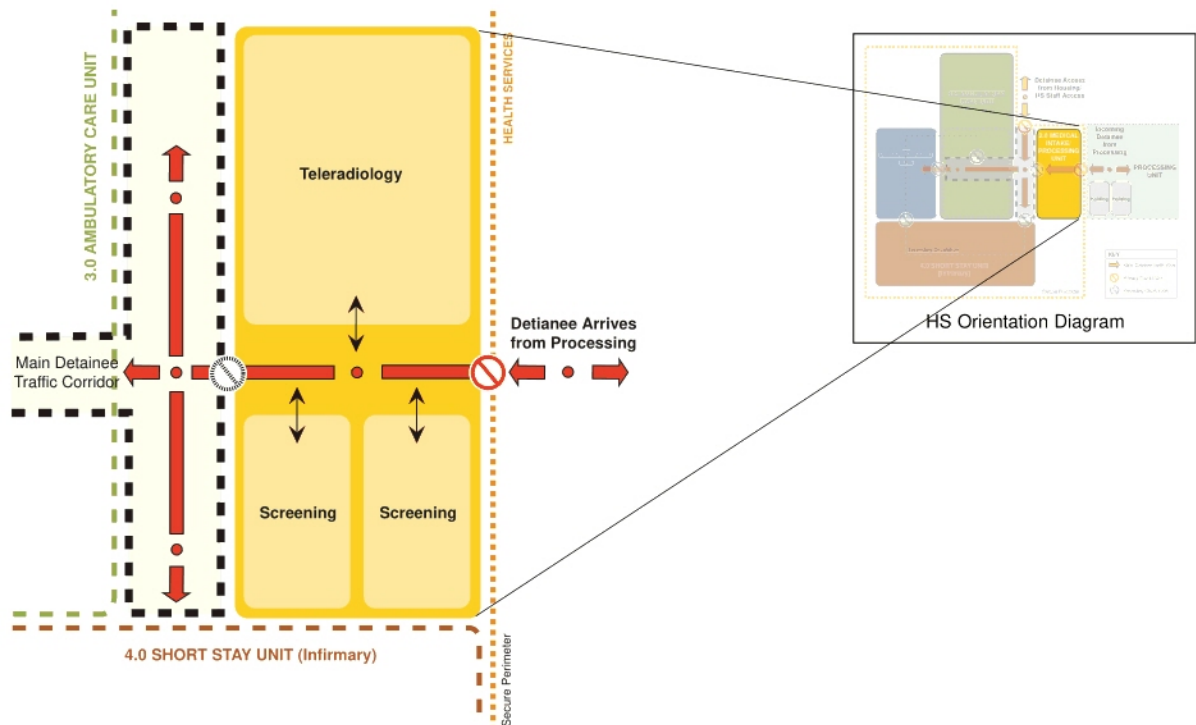
- 2.1 Screening Room
- 2.2 Teleradiology Room (X-ray)

2.0 MEDICAL INTAKE/PROCESSING UNIT WORKFLOW PATTERN

Intake Screening Workflow Pattern (a new detainee arrives at the facility)



2.0 MEDICAL INTAKE/PROCESSING UNIT ORGANIZATIONAL MODEL





Medical Intake/Processing Unit - Concepts

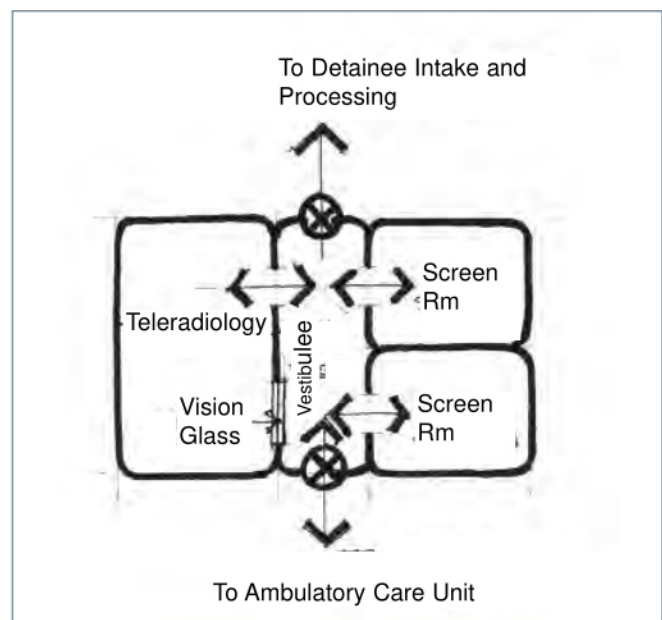
INTRODUCTION

In order to delineate Medical Intake and Processing operational imperatives, the following workflow diagram illustrates the relationships between HS staff, detainees and specific processes.

1. Medical Intake

The intake process for health services begins when a detainee is in the general processing for admittance to the detention facility. Detainees are screened for contagious respiratory diseases through x-ray testing. When detainees are brought into the intake area, they are placed in holding cells. Each detainee is escorted from the general holding cell into the medical screening room where they are interviewed, vital signs are checked and a general health screening is completed. Detainees are taken to Teleradiology where they are x-rayed. While awaiting medical evaluation of x-rays, the detainee is sent back to general holding. It may take up to four hours until the patient is medically cleared and sent to a housing unit or referred to respiratory isolation.

The concept is to provide a secure vestibule that acts as an air lock between Detention Intake and Ambulatory Care. Two screening rooms are located off this vestibule with teleradiology located directly across this vestibule.





Medical Intake/Processing Unit - Room Data Sheets

ROOM DATA SHEETS

The following provides specific data regarding the rooms located within the Medical Intake/Processing Unit of Health Services. Each room data sheet includes the following information:

- ✓ Functional Description
- ✓ Representative Photograph
- ✓ Room Floor Plan
- ✓ Isometric
- ✓ Space Materials Matrix
- ✓ Room Equipment Matrix

SYMBOL LEGEND



BI - Built-in

F - Furniture

ME - Medical Equipment



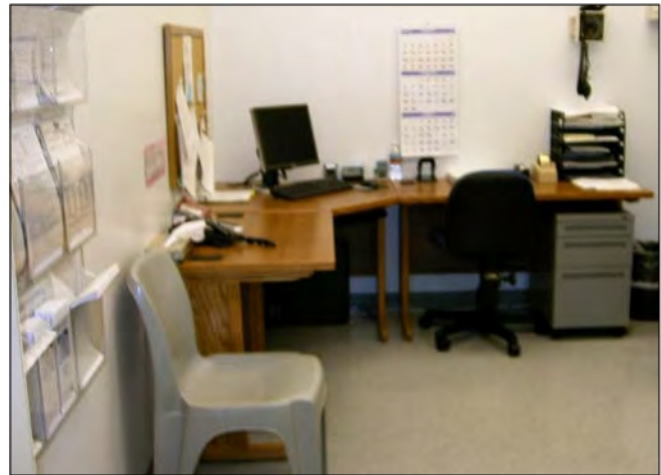
Medical Intake/ Processing Unit - Room Data Sheet

2.1 INTAKE SCREENING ROOM

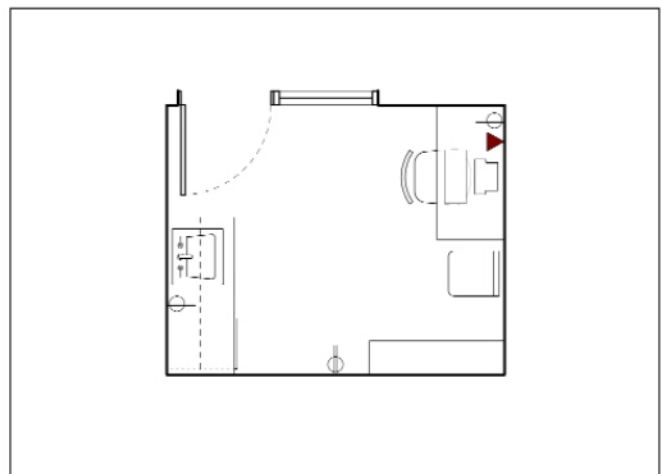
The Intake Screening Rooms are where detainees are initially screened for potential health issues during detainee processing at the Service Processing Center. The rooms are used by health practitioners to record and analyze basic health (weight, height, heart, blood pressure). It is important to note that screening rooms should be located off of the entry Vestibule and across from the Teleradiology Room.

Intake Screening includes the following functions:

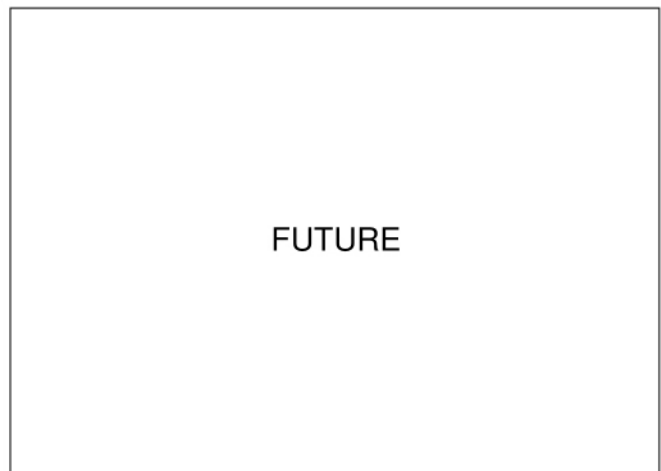
- ✓ Part of the health evaluation involves completion and analysis of a chest x-ray
- ✓ Hand washing station
- ✓ Screening for physical examinations
- ✓ Recording vital signs, weight, and visual acuity
- ✓ Sick call and sick call triage
- ✓ Medication administration, patient and staff education
- ✓ Also may be used by nursing to perform work on collateral duties.



Photo



Floor Plan (100 nsf)



Isometric

2.1 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
Masonry	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	Glass Clad Polycarbonate - Level 2
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory					Telephone, Speaker, LAN

2.1 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Paper Towel Dispenser, wall mount, roll			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
BI	HEPA air filtration or UV light for room			1
BI	Air exhaust fan to exterior			1
F	Workstation, with lower drawers and upper storage, locking	Unicor	Bravo	1
F	Chair, rolling	Unicor	Bravo	1
F	Chair, patient	Unicor	Bravo	1
F	Stool, provider, rolling	Midmark	195	1
F	File cabinet, 4 drawer, locking			1
F	Storage Cabinet, Metal, 2 door, Locking	Staples	796615	1
ME	Exam Light, Halogen, rolling	Welch Allyn	LS-150 with mobile castor base	1
ME	Sundry Jars, plastic	Moore Medical	65227	1
ME	BP Cuff Manual	Moore Medical	66306	1
ME	Glucometer	Moore Medical	97100	1
ME	Oto-Ophthalmoscope, Welch-Allyn, wall mount,		AD451	1
ME	Scale, Patient w height	Health o meter	32150	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1
ME	Stethoscope	Welch Allyn	5079-135	1
ME	Thermometer, electronic	Welch Allyn	Sure-Temp 678	1
ME	Vital Sign monitor w/pulse ox	Welch Allyn	52NTP-E1	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME	Hammer, reflex (non metallic handle)			
ME	Privacy Screen, 3 panel, rolling	United Metal Fabricator	8425 with 860 curtain	1
ME	Thermometer, refrig. Monitor, digital	Tech Instrumentation	A150Q	1
ME	Clock, Wall	GSA	SET1164	1
ME	Telephone with Speakerphone			1
ME	Computer			1
ME	Printer			1
ME	Refrigerator-Freezer, undercounter, locking	Jewett		1



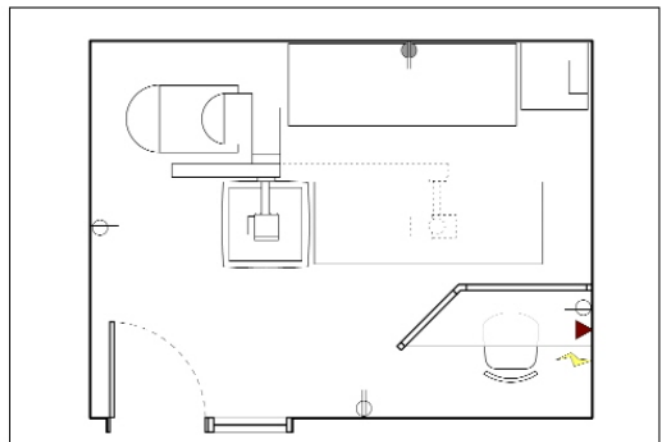
Medical Intake/ Processing Unit - Room Data Sheet

2.2 TELERADIOLOGY ROOM (X-ray)

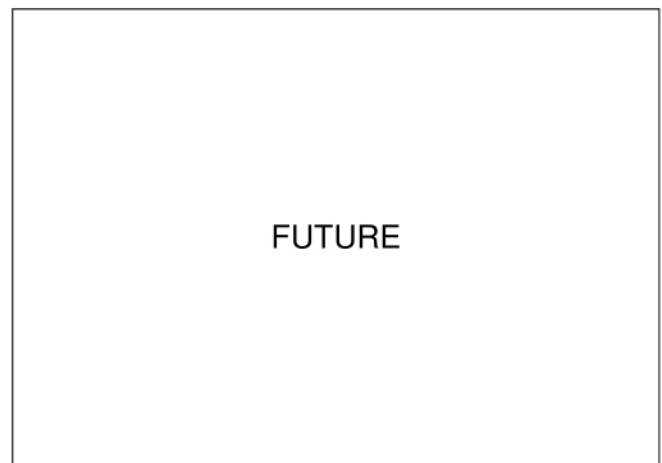
The Teleradiology Room is located within the Health Services area and should be accessed off of a secure vestibule that separates processed detainees (in Ambulatory Care Unit) from the general SPC/CDF Processing Area. The primary function of the Teleradiology Room is for taking digital x-rays and storing the x-ray equipment.



Photo



Floor Plan (150 nsf)



Isometric



3.0 AMBULATORY CARE UNIT



Ambulatory Care Unit - Functional Adjacencies

3.0 AMBULATORY CARE UNIT

The Ambulatory Care Unit is the primary "outpatient clinic" for the SPC/CDF. It includes Medical Exam Rooms, Dental Exam (Operatory), Laboratories, and Trauma Room. It is here where detainees are brought from sick call and when a health incident requiring medical treatment occurs. Indirect access to the Ambulatory Care Unit from housing includes detainee holding and access to the Sally Port for transfer out should a major emergency require outside medical attention. Direct access is provided from SPC/CDF Intake and Processing through the health screening vestibule. Refer to the diagram on page 5.47.

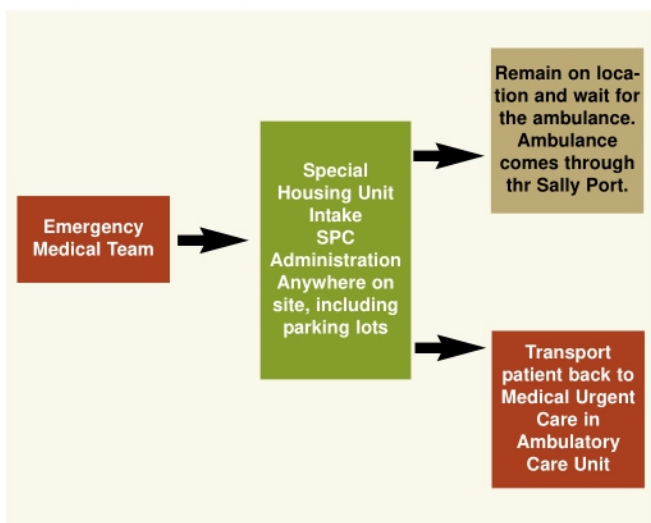
AMBULATORY CARE PROCESSING

Detainees entering the Ambulatory Care Unit have access from Housing area and are first place into a secure holding(waiting) area. They are then seen by a nurse who takes vital signs. The patient is then examined by a physician or mid-level provider as appropriate.

EMERGENCY CARE

In the case of a medical emergency, a medical response team goes to the location of the incident and either waits for the ambulance or transports the patient to medical. Refer to diagram below.

Emergency Care Diagram



Ambulatory Care Unit

Critical Issues

- ✓ Ambulatory Care should be adjacent to yet separated by doors from Short Stay Infirmary with two ways of access
- ✓ Ambulatory Care should have outside access from Intake and Processing for intake screening and from Housing for sick call.

Special Requirements

The Ambulatory Care Unit must be organized for ease of flow and surveillance. The Nurse Coordinator, acting as "gatekeeper" for detainee flow is the front line staff member who conducts initial triage and assigns detainees to their respective exam rooms. Wait/Hold rooms, located across from the Nurse Coordinator are where detainees awaiting medical examination and outpatient treatment are held. Wait/Hold rooms must contain vision glazing for security. Each hold room houses detainees that are schedule within one hour of arrival. The hold rooms may be used for detainee segregation based on criminal classification or gender. It may be desirable to have different sized Wait/Hold rooms based on the detainee profile. There is also a security guard centrally located with visual access to the Exam Rooms, Wait/Hold Rooms and vestibule. The Urgent Care treatment room should be located close to the entrance from Housing for ease of access. Common Support functions that serve the Ambulatory Care Unit should be located within easy access.

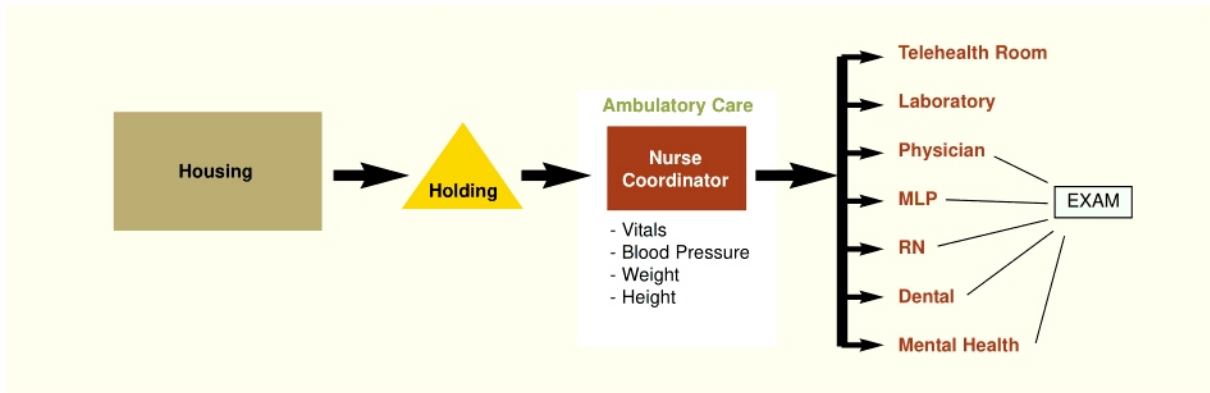
Space Requirements

3.0 AMBULATORY CARE UNIT

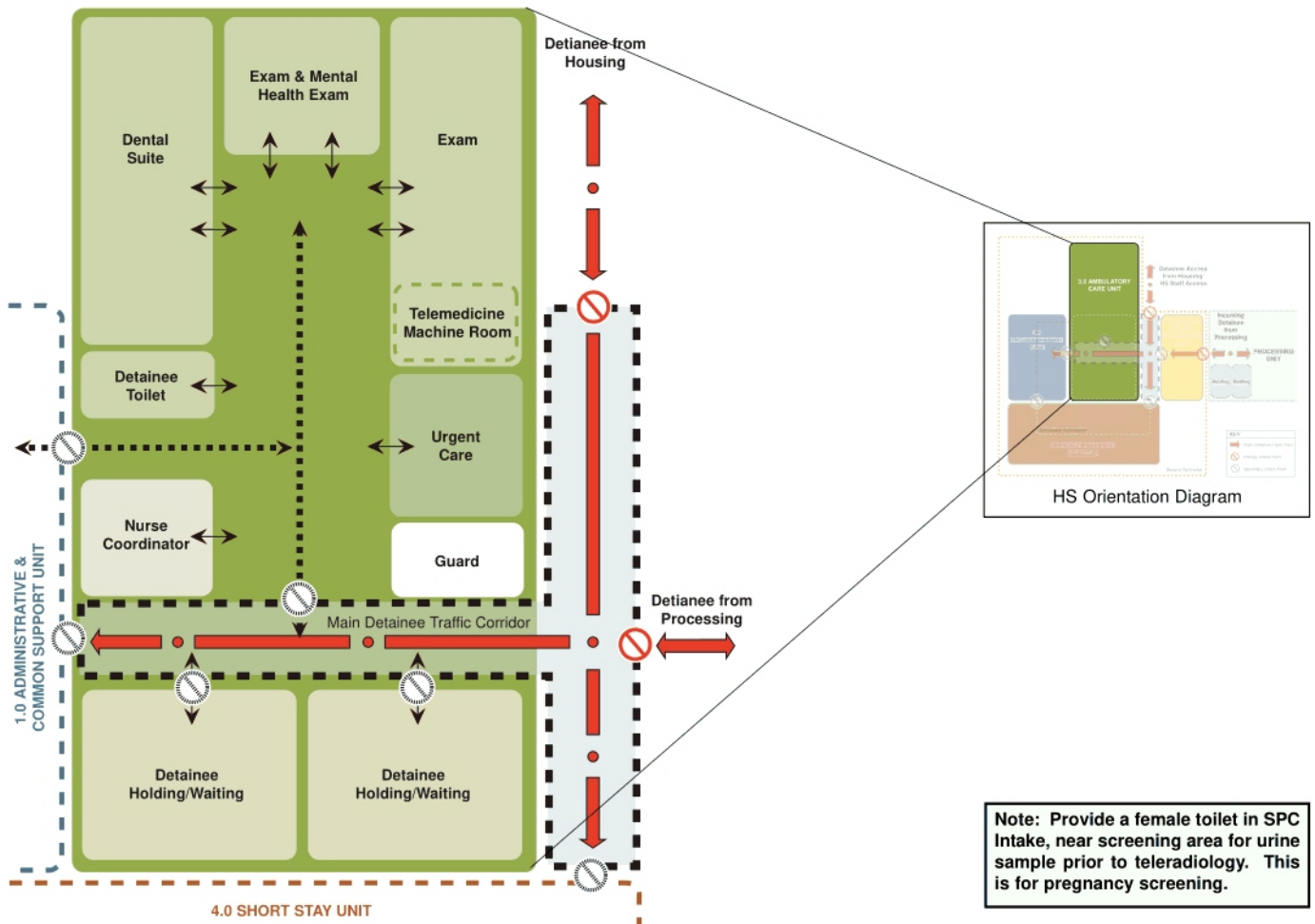
- 3.1 Exam Room
- 3.2 Detainee Waiting Area (Holding)
- 3.3 Detainee Toilet
- 3.4 Dental Office
- 3.5 Dental Exam Room (Operatory)
- 3.6 Dental Lab
- 3.7 Dental Mechanical Room
- 3.8 Mental Health Room
- 3.9 Nurses Coordinator Room
- 3.10 Urgent Care Room
- 3.11 Telemedicine Machine Room
- 3.12 Guard Station

3.0 AMBULATORY CARE UNIT WORKFLOW PATTERN

Ambulatory Care Services Diagram (a resident detainee requires care)



3.0 AMBULATORY CARE UNIT ORGANIZATIONAL MODEL





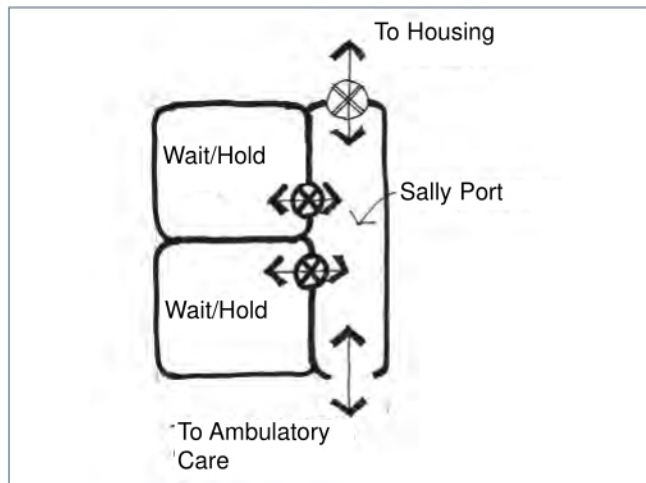
Ambulatory Care Unit - Concepts

INTRODUCTION

In order to delineate operational imperatives for Ambulatory Care Unit functions, the following workflow diagrams describe and diagram the relationships between HS staff, detainees and specific processes.

1. Waiting/Holding Areas

When a resident detainee is admitted to health services from the Housing Pod, they are brought into a sally port and immediately escorted to a Waiting/Holding Room. The Waiting/Holding Room is sized based on the number of detainees that can be examined in a one hour period. The Waiting/Holding Rooms are on one side of the Sally Port so that there is no visual access between the rooms.

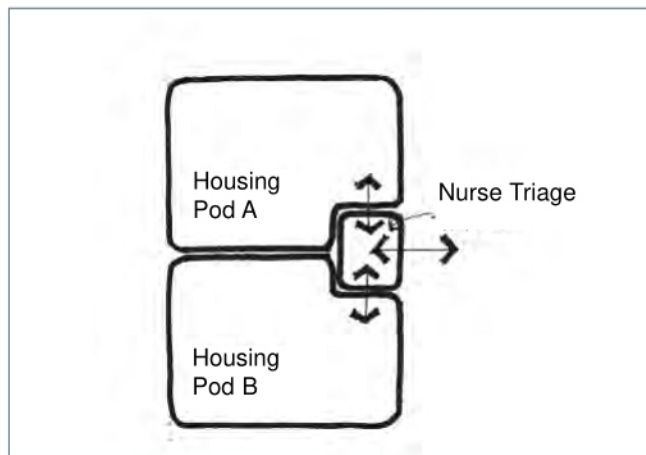


2. Satellite Nurse Triage

In order to improve detainee health services by limiting the handling/movement of detainees from housing into the health services facility the following has been suggested:

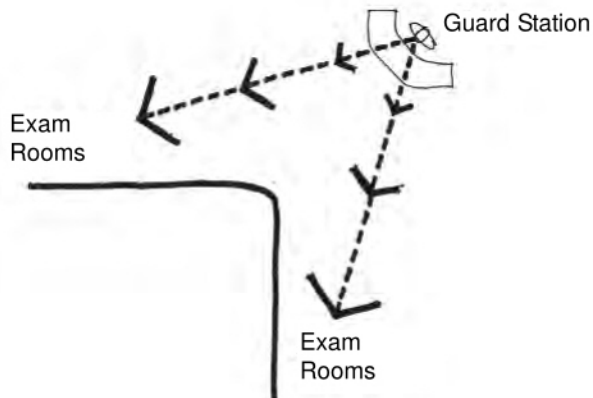
Create a small Nurse Triage Room within the Housing pods.

This localized health services will provide for initial sick call screening, medications/pill line and for setting up appointments for doctor visit at a future date.



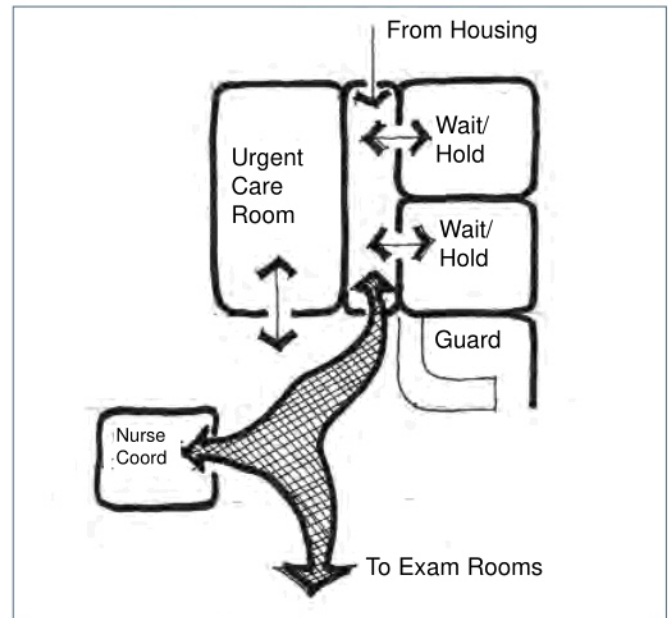
3. Visual Access

A security guard station should be positioned near the entrance from the Sally Port into Ambulatory Care such that there are clear lines of site to all Medical Exam Rooms. The security guard is responsible for monitoring all detainee movement within Ambulatory Care.



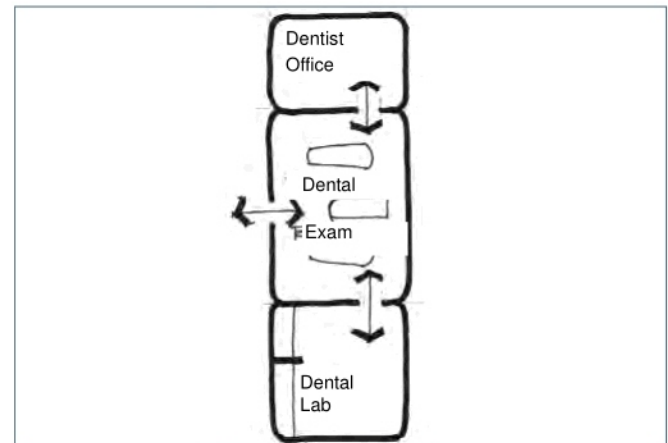
4. Security Surveillance

The nurse coordinator is the gate-keeper for detainees awaiting examination. The Nurse/Coordinator is responsible for initial preliminary examination of resident detainees. Detainees are each brought into the Nurse Coordinators room for initial health screening and then escorted to an Exam Room. A physician or NP completes the examination and the detainee is sent to Short Stay Unit or is escorted back to the Waiting/Holding room for eventual release to Housing.



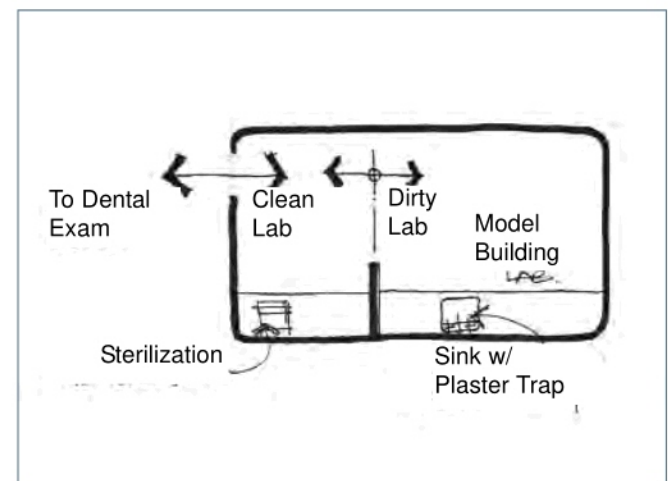
5. Dental Suite

The Dental suite includes a Dental Office, Exam Room and Laboratory. Entrance to the suite is off of a corridor into the Exam Room. The Dental office and Laboratory flank the Dental Exam Room. There is no corridor access to the Laboratory or Office. They are both accessed from the dental Exam Room.



6. Dental Laboratory

The Dental Laboratory is used for specific functions. These include dental model-making and equipment sterilization. Sterilization is a clean function and Modeling/casting is a "dirty" function. These functions are located at either end of a laboratory counter.





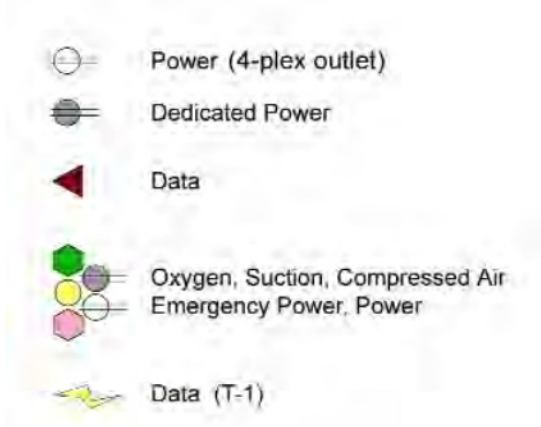
Ambulatory Care Unit - Room Data Sheets

ROOM DATA SHEETS

The following provides specific data regarding the rooms located within the Ambulatory Care Unit of Health Services. Each room data sheet includes the following information:

- ✓ Functional Description
- ✓ Representative Photograph
- ✓ Room Floor Plan
- ✓ Isometric
- ✓ Space Materials Matrix
- ✓ Room Equipment Matrix

SYMBOL LEGEND



BI - Built-in

F - Furniture

ME - Medical Equipment



Ambulatory Care Unit - Room Data Sheet

3.1 EXAM ROOM

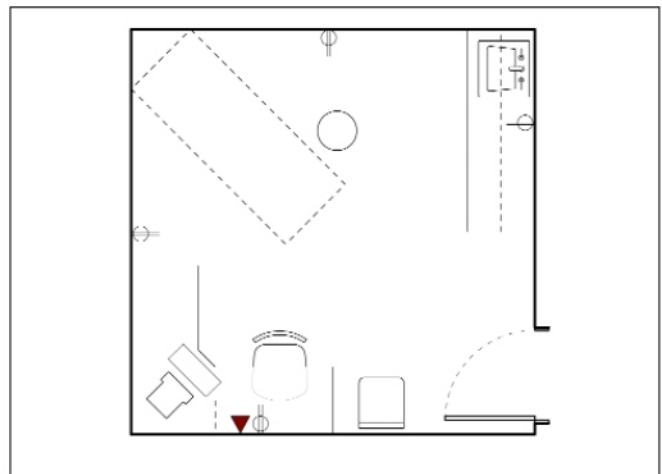
The Examination Rooms are used by physicians and health care practitioners to complete general physical/medical examinations and health treatment. The Exam Rooms contain the same type of equipment found in a general medical clinic for out-patient exam and treatment. Each room contains a small sink with cabinetry and treatment table.

Exam Room functions are as follows:

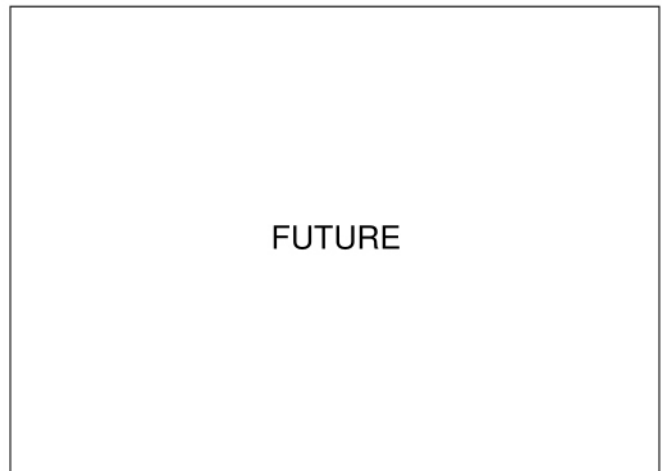
- ✓ Hand washing station
- ✓ Conducts a physical exam or obtain a medical history from a detainee in privacy
- ✓ Used by PA and RN for examination/treatment, triage, wound care, sick call evaluations
- ✓ Staff Consultations, Physical Exams and evaluations
- ✓ Procedures, IV fluids/ Monitoring, MD consultation
- ✓ Computer work, chronic and acute care clinics
- ✓ Splinting/ace wraps. Minor injury treatment
- ✓ Assessing and treating scheduled patients
- ✓ Administration of medications and patient education provided related to medications administration
- ✓ Follow-up Chronic (hypertension, diabetes) and sick care referrals
- ✓ Phone call coordination with local and outside sources.
- ✓ Provides counseling and patient education
- ✓ Reviews daily charts, lab results and medication refills
- ✓ In small facilities this room is also used by the Social Worker and the Psychiatrist



Photo



Floor Plan (100 nsf)



Isometric Plan

3.1 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
Secure 1	VCT	Acoustic Tile	Detention H.M.	Mechanical Detention	
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory		Exam Light	GFI Outlets		Telephone, LAN

3.1 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Casework with small sink, under counter drawers and overhead storage			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
F	Workstation, with lower drawers and upper storage, locking	Unicor	Bravo	1
ME	Examination Table with storage, roll paper, left & right hand	Midmark	304	1
ME	Chair, rolling, provider	Unicor	Bravo	1
ME	Chair, patient	Unicor	Bravo	1
ME	Hammer, reflex, plastic, Taylor or Queen Square	US Neurologicals		1
ME	Oto-Ophthalmoscope, wall mount,	Welch Allyn	767 System (79510)	1
ME	Thermometer, electronic	Welch Allyn	Sure-Temp 678	1
ME	Sphygmomanometer, Manual, hand held	Moore Medical	66306	1
ME	Sphygmomanometer, Wall mount	Welch Allyn	767 (7670-01CB)	1
ME	Sphygmomanometer, MERCURY			
ME	Glucometer	Moore Medical	97100	1
ME	Mayo Instrument Stand, foot pedal adjust, 16x21 tray	UMF	SS8311	1
ME	Stool, provider, rolling	Midmark	195	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1
ME	Stethoscope	Welch Allyn	5079-135	1
ME	Exam Light, Halogen, rolling	Welch Allyn	LS-150 with mobile	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME	Privacy Screen, 3 panel, rolling	United Metal Fab.	8425 with 860 curtain	1
ME	Clock, Wall	GSA	SET1164	1
ME	Telephone with Speakerphone			
ME	Computer			1
ME	Sundry Jars, plastic	Moore Medical	65227	1



Ambulatory Care Unit - Room Data Sheet

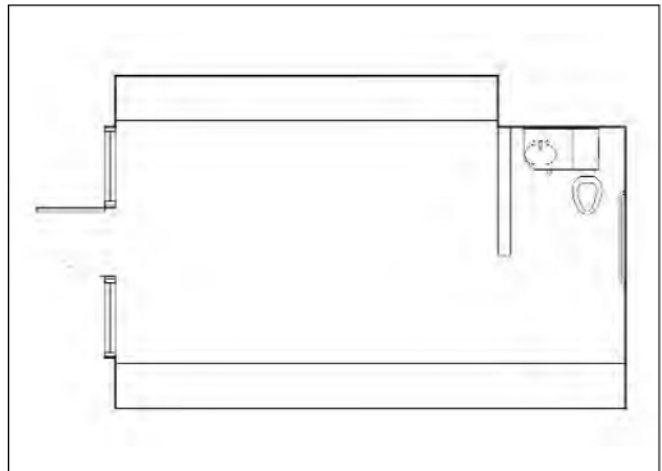
3.2 DETAINEE HOLDING AREA (WAITING)

The Detainee Holding/Waiting Area is a secure multi-person room for temporary holding of detainees that are awaiting medical treatment. There is a waiting area for male and female detainees. Each holding/Waiting area includes a combo toilet/lavatory unit with partial height privacy wall.

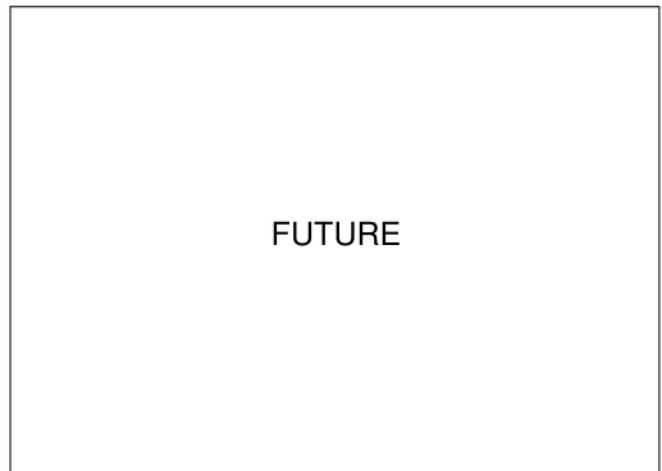
- ✓ Initial contact area
- ✓ Used for detainees awaiting appointments
- ✓ Hold detainees who are waiting to be seen by a provider
- ✓ Provides detainees access to educational materials for multiple conditions
- ✓ Contains a water fountain, a hand-sink and a toilet
- ✓ Provides a Security Officer Desk (log book and phone available)



Photo



Floor Plan (250 nsf - capacity 10)



Isometric

3.2

Plum

3.2

B B B B B B B



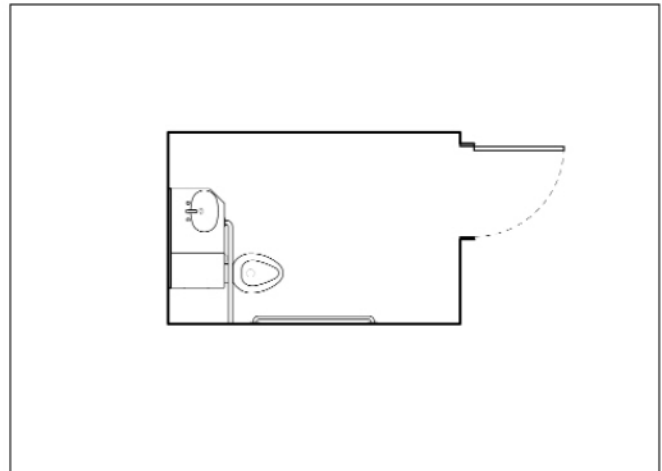
Ambulatory Care Unit - Room Data Sheet

3.3 DETAINEE TOILET (SPECIMEN COLLECTION)

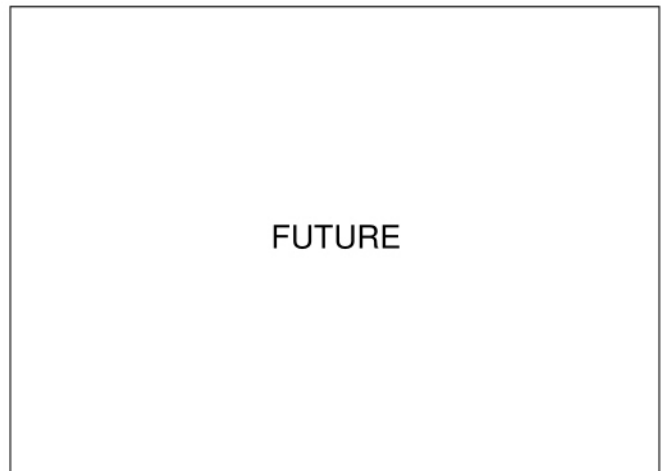
A single use detainee toilet is located near entrance to the Ambulatory Care Unit. It is used for collection of urine samples for urinalysis testing. The Detainee Toilet should be located adjacent to the Medical Laboratory with a secure “lazy susan” type through-wall sample transfer for ease of handling specimens.



Photo



Floor Plan (49 nsf)



Isometric

3.3

Note: All fixtures including the mirror are stainless steel.

3.3

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Ambulatory Care Unit - Room Data Sheet

3.4 DENTAL OFFICE

The Dental Office should be located (in the dental suite) near the Dental Exam Room(s) and Dental Laboratory for efficiency of the dental operations. The Dental Office is a private office with room for one visitor.

Following are functional uses of the Dental Office:

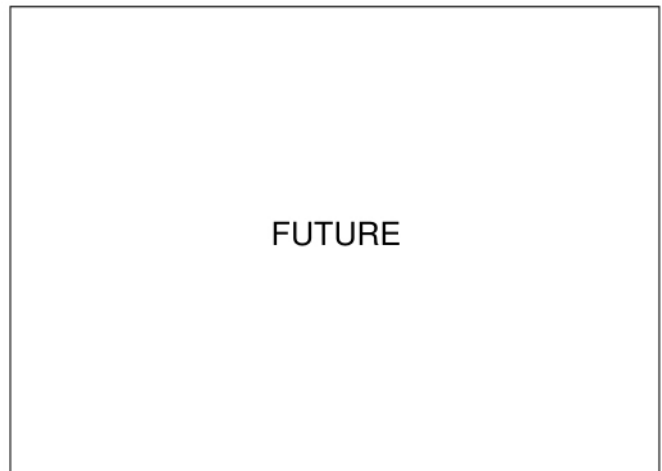
- ✓ Answers correspondence: written, electronic, phone and fax
- ✓ Coordinates daily clinical operations, consults and mentor clinical staff
- ✓ Peer review on charts daily
- ✓ Used for administrative purposes
- ✓ Evaluation of charts for compliance with local operational policies/procedures
- ✓ Assists in the maintenance of facility accreditation
- ✓ Storage of clean dental scrubs and lab coats
- ✓ Dental library



Photo



Floor Plan (100 nsf)



Isometric

3.4

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	Carpet	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		Telephone, LAN

3.4

[illegible]



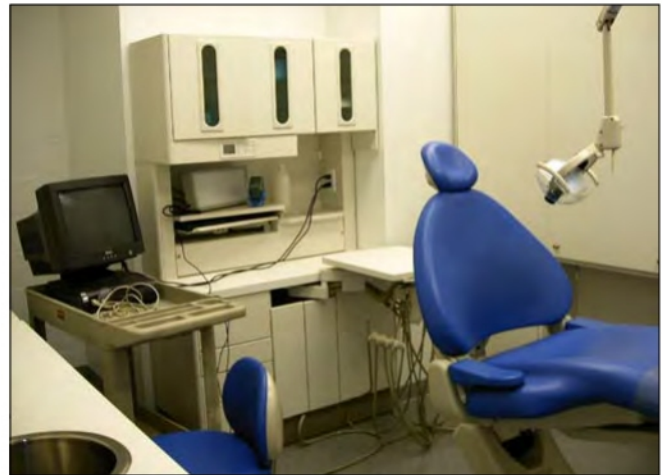
Ambulatory Care Unit - Room Data Sheet

3.5 DENTAL EXAM ROOM (OPERATORY)

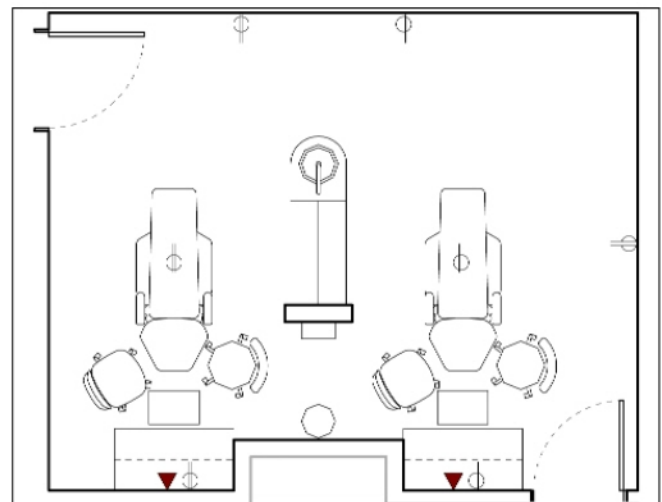
The Dental Exam Room or Dental Operatory contains all the equipment for dental examination and treatment including dental chair, dental vacuum, water and air. The Dental Exam Room may hold one or more dental chairs depending on detainee population and staffing. The Dental Exam Room is the central functional area within the dental suite.

Following are function uses and characteristics of the Dental Exam Room:

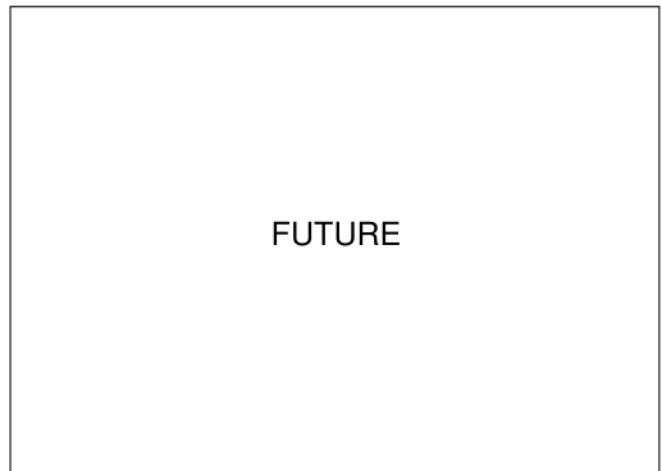
- ✓ Dental Sick call/Dental Triage
- ✓ Dental exams/treatment.
- ✓ Routine and surgical extractions
- ✓ Biopsies, cleaning
- ✓ Maintains dental instrument count, needle count, X-rays, storage for dental supplies
- ✓ Computer work
- ✓ Open wound repair and Staff dental training



Photo



Floor Plan (140 nsf)



Isometric

5. DEPARTMENTAL REQUIREMENTS

3.5 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
Secure 1	VCT	Acoustic Tile	Custom H.M.	Mechanical Detention	
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Sink			Per Equip. Manuf	Intrusion Detection	Telephone(Speaker) LAN

3.5 SPACE EQUIPMENT MATRIX

ITEM	VENDOR	MODEL	QUANTITY
ME Operatory Chair	ADEC	Cascade 1040	2
ME 12 O'clock Treatment Console	ADEC	Preference 5580	2
ME Delivery Unit	ADEC	Cascade 3181	2
ME Accessory Console	ADEC	Preference 5631.44	1
ME Center Console	ADEC	Preference 5543.SB	1
ME Track-Mount Single Light	ADEC	Preference Mounted Light 28-1461	2
ME Doctor's Stool	ADEC	Cascade 1601	2
ME Assistant's Stool	ADEC	Cascade 1626	2
ME Intraoral x-ray	GENDEX	GX-770	1
ME Digital Radiography System	Schick Technologies		1
ME Dental Dell mini tower			1
ME CDR DICOM Software			1
ME Sensor size 2			1
ME Universal Holder Set-size2			1
ME USB remote			1
ME USB Remote Cable (5 meter)			1
ME USB CAM Kit			1
ME USB Cam Cable (5 m)			1
ME Universal Viewer, Slim Line, Des /Wall	HS	313-2507	1
ME Curing Light, Optilux	HS	549-7284	1
ME Apron, Adult	HS	100-4339	1
ME Apron Hanger	HS	100-3530	1
ME Steel Step-On Can, 32 qt	HS	545-5228	1
ME Safety Glasses	HS	100-7382	5
ME Glove Dispenser		100-6182	1
ME Cavitron SPS, Dentsply	HS	167-3341	1
ME In-Room Sharps Disposal System	HS	666-3672	1
ME XCP Instrument it	HS	189-4148	1
ME Disposable XCP Bite Bloc s, 100/box	HS	189-1585	1
ME Maxiclens Soap, Qt	HS	431-0032	2
ME Hand Pump for Maxiclens Soap	HS	431-1478	2
ME Light Handle Covers, "T"	HS	100-9864	2
ME Pro-Barrier Tube Sox	HS	991-5498	2



Ambulatory Care Unit - Room Data Sheet

3.5 DENTAL EXAM ROOM

ITEM	VENDOR	MODEL	QUANTITY
ME X-Ray Covers	HS	101-6507	2
ME Push Button Low Speed Angles		772-6728	2
ME Hurricaine Gel Topical Anesthetic	HS	916-6726	2
ME Lidicaine HCL 2%, w/ Epi 1:100	HS	856-8483	15
ME Carbocaine HCL 3%, Plain	HS	856-0233	4
ME Marcaine HCL .5%, w/ Epi 1:200	HS	856-7407	2
ME Aspirating Syringe, CW type	HS	100-9808	10
ME On-Gard Recapper	HS	658-7851	2
ME College Pliers #317	HS	600-8348	10
ME Explorer/Probe #23/CP-12	HS	600-7165	15
ME Mirror #5 Front Surface/Cone Soc et	HS	600-0452	15
ME Mirror, Handle Cone Soc et	HS	600-0781	15
ME Tofflemire Retainer, Universal,Getz	HS	112-5550	5
ME Tofflemire Bands #1, .002,(36/),Getz	HS	112-3267	25
ME Amalgam Well	HS	100-1803	2
ME Amalgamator,ProMix,Dentsply/Caul	HS	222-4105	1
ME Wizard Wedges, Assorted	HS	112-4713	2
ME Articulating Paper, Thin	HS	100-2876	10
ME Endo-Ray II, 2/pk		733-0816	1
ME Absorbent Points, Assorted, 15-40		101-2534	10
ME Absorbent Points, Assorted, 45-80		101-5685	5
ME Bibs, DriGuard, 500/case	HS	100-9276	2
ME Bib Holder	HS	100-8229	2
ME 2" x 2" Gauze, non- sterile, 5000/case	HS	100-8608	1
ME Tray Covers, 1000/box	HS	101-1309	1
ME Evacuator Tips, High Volume, 50/bag	HS	100-4568	10
ME Saliva Ejectors, 100/bag	HS	100-5205	10
ME Surg-O-Vac Tips, .25", 25/pk	HS	889-0061	4
ME Cotton Pellet Dispenser	HS	754-7183	1
ME Cotton Roll Dispenser	HS	754-8598	1
ME Sundry Jars, Glass, 5/set	HS	100-4641	1
ME High Speed Handpiece, Midwest Tradition, Push Button, Non-fiberoptic	HS	772-4247	6
ME Slow Speed Handpiece Motor, Midwest, Rhino XP Single Speed		772-3510	2
ME Slow Speed Handpiece Straight Attachment		772-5813	2

5. DEPARTMENTAL REQUIREMENTS

ITEM	VENDOR	MODEL	QUANTITY
ME Slow Speed Handpiece Ball Bearing Contra Angle Attachment, Latch Type		772-2941	2
ME Slow Speed Handpiece Contra Angle Sheath		772-1553	2
ME Midwest Plus Handpiece Maintenance System		772-4268	1
ME High Speed Handpiece, Midwest Tradition, Push Button, Fiberoptic		772-7345	6
ME Slow Speed Handpiece, Midwest Shorty Two Speed w/ Straight Attachment		772-7194	2
ME Slow Speed Handpiece Contra Angle Sheath		772-1553	2
ME Midwest Plus Handpiece Maintenance System		772-4268	1
ME Cavitron Inserts, 30K TFI-10 Straight	HS	167-4055	3
ME Floss Dispenser, Steel	HS	555-0406	1
ME Floss J & J (110 yds)	HS	555-9882	3



Ambulatory Care Unit - Room Data Sheet

3.6 DENTAL LAB

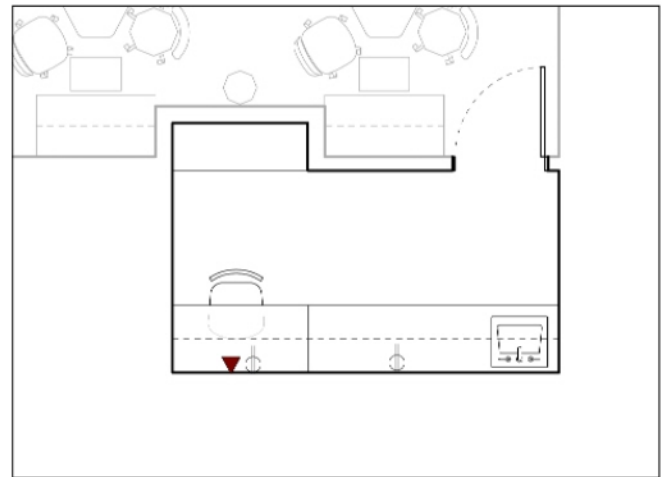
The Dental Laboratory is used for preparation of materials needed for dental operations and periodontal appliances and devices. The Lab should be adjacent to the Dental Exam Rooms (in the dental suite) for efficiency of operations.

The following are Dental Lab functions:

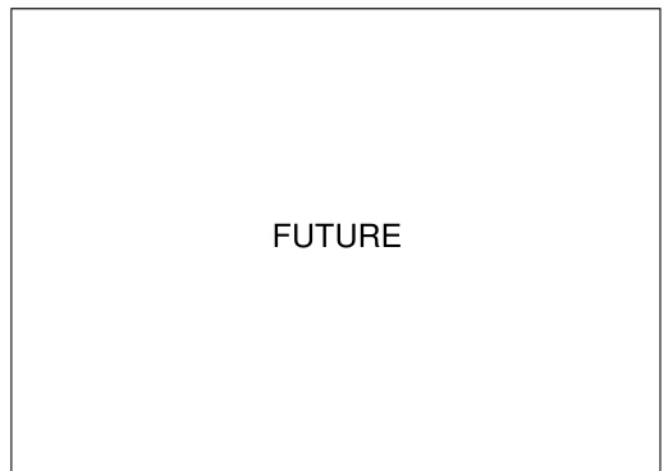
- ✓ Utilized for sanitation of dental supplies and storage of dental supplies.
- ✓ Sterilization of dental equipment (Autoclave).
- ✓ Fabrication of lab models, denture repairs.
- ✓ Storage of chemicals and flammable cabinet.
- ✓ Performs machinery and equipment maintenance.



Photo



Floor Plan (80 nsf)



Isometric

3.6 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
Secure 1	VCT	Acoustic Tile	Custom H.M.	Mechanical Detection	
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Sink			Per Medical Equip. Manufacturer	Intrusion Detection, PA Duress Alarm	Telephone, LAN

3.6 SPACE EQUIPMENT MATRIX

ITEM	VENDOR	MODEL	QUANTITY
ME Refrigerator, under counter			1
ME Flammable Storage Cabinet	Justrite	4 gallon	1
ME M9 Ultraclave Sterilizer	Sullivan-schein	386-1150	1
ME Perio-Pro III Air Techniques Developer with Daylight Loader	HS	698-6096	1
ME SciCan Statim 2000 Autoclave		138-8030	1
ME Ultrasonic Cleaner	HS	100-6879	1
ME Ultrasonic Cleaner Accessory Kit	HS	100-7900	1
ME Daylight Loader	HS	698-7485	1
ME Ezee leen 2.5 Water Distiller	HS	551-9685	1
ME Ezee leen Cartridge Refill	HS	551-6714	2
ME Model Trimmer	Buffalo	1 1/2 HQ, 10"	1
ME Digipex III Apex Locator, Pulp Tester		923-2193	1
ME Model Trimmer, Buffalo, 1/3 HP		365-6944	1
ME Plaster Trap - Disposable	Buffalo	TRAP-EZE 5 G	1
ME Rapid Access Developer & Fixer, Set	HS	111-0626	3
ME D-Speed Film, Periapical Sz #2, 150/box	HS	100-7066	2
ME D-Speed Film, Bitewing Sz #3, 100/box	HS	100-6107	2
ME J & J Microtouch Gloves, Med, Box	HS	555-5324	10
ME J & J Microtouch Gloves, Lg, Box	HS	555-5326	10
ME J & J Barrier Mas , Tie-on, Box of 4	HS	555-6051	4
ME C-Cl r Disposable Lens Cl ning Station	HS	101-1617	2
ME Maxicide Plus, Qt	HS	101-5796	8
ME All Rap 4" x 6", Cl r	HS	127-3240	2
ME Dispenser for All Rap	HS	127-5189	1
ME Tytin Amalgam, Double Spill, 600 mg Reg Set		123-3531	3
ME Tytin Amalgam, Single Spill, 400 mg Reg Set		123-1421	3
ME Monoject Needles, long 1 1/4", Yellow	HS	194-9460	5
ME Monoject Needles, short 3/4", Blue	HS	194-5141	5
ME Point 4 Optimized Particle Composite System	HS	123-7115	1
ME Excavator #17	HS	600-3748	10
ME Excavator #23	HS	600-6209	10
ME Amalgam Carrier, Med/Large	HS	600-3316	5
ME Amalgam Plugger # 1/2	HS	600-9295	10
ME Amalgam Plugger # 0/1	HS	600-9517	10



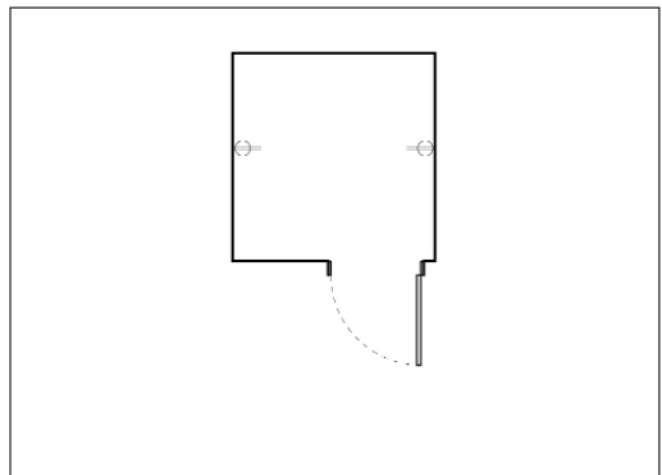
Ambulatory Care Unit - Room Data Sheet

3.7 DENTAL MECHANICAL ROOM

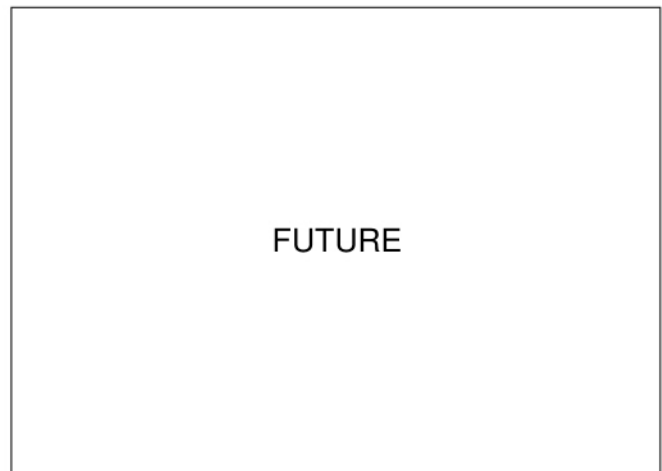
The Dental Mechanical Room contains the mechanical systems for generating dental air (compressor) vacuum, storage and chemical cabinet. This room should be located near the Dental Exam area for ease of access.



Photo



Floor Plan (25 nsf)



Isometric

3.7

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Secure 1	VCT	Acoustic Tile	Custom H.M.	Mechanical detection	
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			Per Equipment		

3.7

[illegible]



Ambulatory Care Unit - Room Data Sheet

3.8 MENTAL HEALTH ROOM

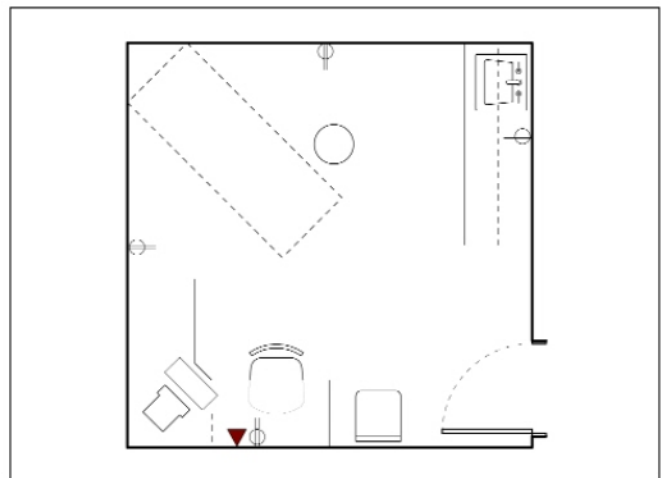
The Mental Health Room is a clinical exam room for Mental Health practitioner use in meeting with detainees requiring mental health treatment.

Following are functional uses of the Mental Health Room:

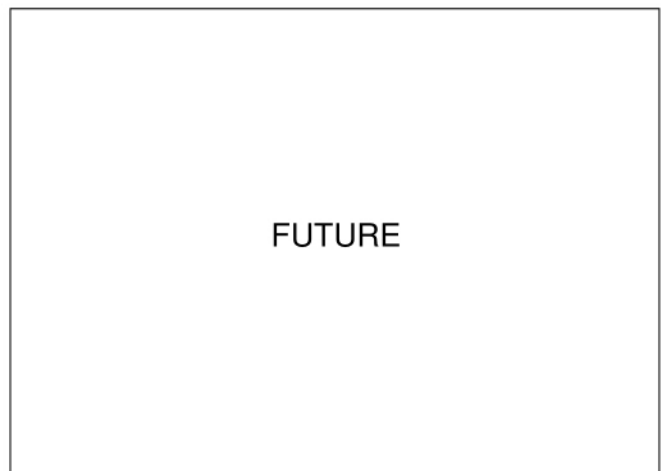
- ✓ Mental Health Screening, Diagnostic
- ✓ Interviews, Psychological Testing (if applicable), Psychotherapy, and Psychological services
- ✓ Consults psychiatrists and other mental health professionals
- ✓ Observation point for non-violent, non-aggressive detainee awaiting mental health services
- ✓ Daily living of mentally detainee, i.e., detainees unable to attend to activities of daily living or adequately care for themselves in population
- ✓ Provides educational activities, recreational therapy, and occupational therapy



Photo



Floor Plan (100 nsf)



Isometric

3.8

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Secure 1	VCT	Acoustic Tile	Detention H.M.	Mechanical detention	
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Lavatory					Telephone/LAN

3.8

[illegible]



Ambulatory Care Unit - Room Data Sheet

3.9 NURSE COORDINATOR ROOM

The Nurse Coordinator Room is an open workstation area for management of detainees that are seeking admission into the Ambulatory Care Unit, or need OTC medication. In this space the Nurse Coordinator completes initial screening of patients being admitted for medical treatment. The Nurse Coordinator assigns patients to specific Exam Rooms and is the “gatekeeper” for Ambulatory Care.

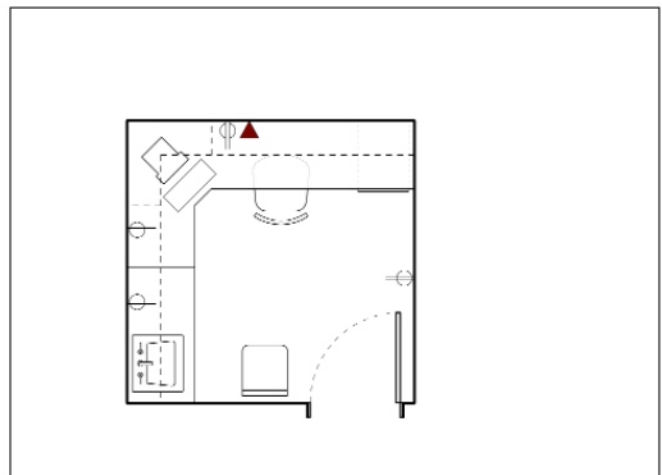
In the past, this space was commonly used as a nurse triage area. In the new model, nurse triage is to be set up in the Housing Unit so that detainees do not have to be escorted to the Ambulatory Care Unit unless necessary.

Following are functional uses of the Medical Triage Area:

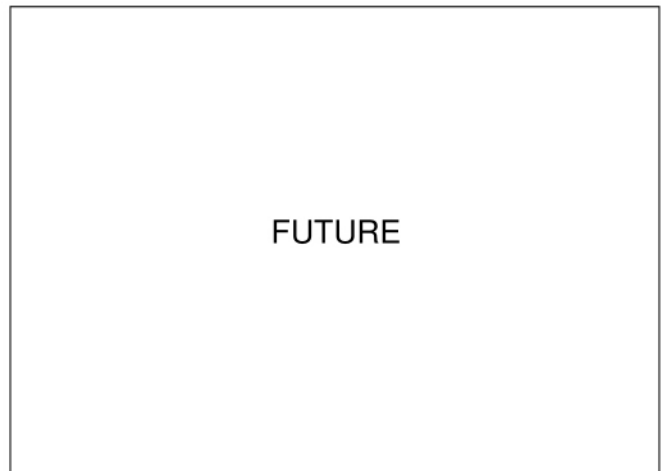
- ✓ Used to route all patients that are scheduled to be seen in the clinic
- ✓ Charts for clinic appointments are housed in this area.
- ✓ Triage of walk-in appointments
- ✓ Vital signs are performed on scheduled appointments and patient is routed to providers
- ✓ Communication center for all ambulatory clinic activities



Photo



Floor Plan (100 nsf)



Isometric

3.9 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
Secure 1	VCT	Acoustic Tile	Detention H.M.	Mechanical	Detention Glass-clad polycarbon-
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory			GFI Outlets	PA, Duress Alarm	Telephone, LAN

3.9 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Sink, handwashing			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
F	Desk/Workstation/Counter	Unicor	Bravo	2
F	Chair, rolling	Unicor	Bravo	2
F	Chair, patient	Unicor	Bravo	2
F	File cabinet, 4 drawer, locking			1
F	Storage Cabinet, Metal, 2 door, Locking	Staples	796615	1
ME	Vital Sign monitor w/pulse ox	Welch Allyn	52NTP-E1	1
ME	Oto-Ophthalmoscope, desktop hand held, with charger	Welch Allyn		1
ME	Thermometer, electronic	Welch Allyn	Sure-Temp 678	1
ME	Scale, Patient w height	Health o meter	32150	2
ME	Hammer, reflex, plastic, Taylor or Queen Square	US Neurologicals		1
ME	Stool, provider, rolling	Ritter	195-001	1
ME	BP Cuff Manual	Moore Medical	66306	1
ME	Glucometer	Moore Medical	97100	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM31000	1
ME	Stethoscope	Moore Medical	66256	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLR	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLR	1
ME	Privacy Screen, 3 panel, rolling	United Metal Fab.	8425 with	1
ME	Eye Test Chart, Illiterate	Moore Medical	8503	2
ME	Clock, Wall	GSA	SET1164	1
ME	Telephone with Speakerphone			
ME	Computer			1
ME	Refrigerator, under counter, locking			
ME	Thermometer, refrig, digital	Tech Instrumentati	A150Q	1



Ambulatory Care Unit - Room Data Sheet

3.10 URGENT CARE ROOM

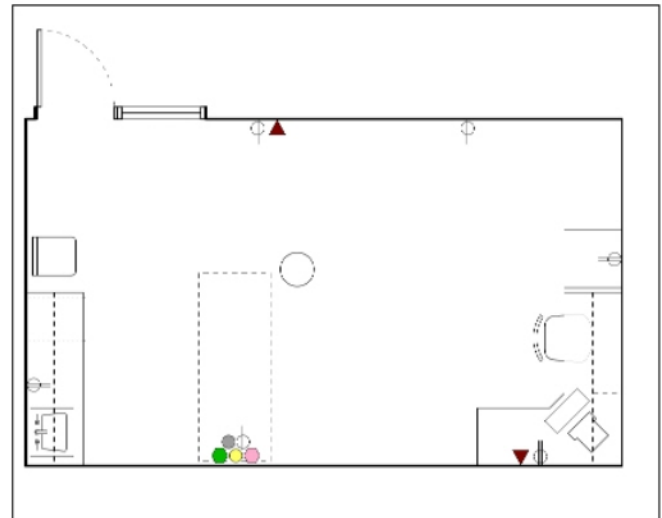
The Urgent Care Room is an emergency treatment room for detainees with urgent/trauma related issues. This room should be located near to the entrance from Housing and have easy access to the vehicle sally port for ambulance transfer to outside emergency care providers.

Following are functional uses of Urgent Care Room:

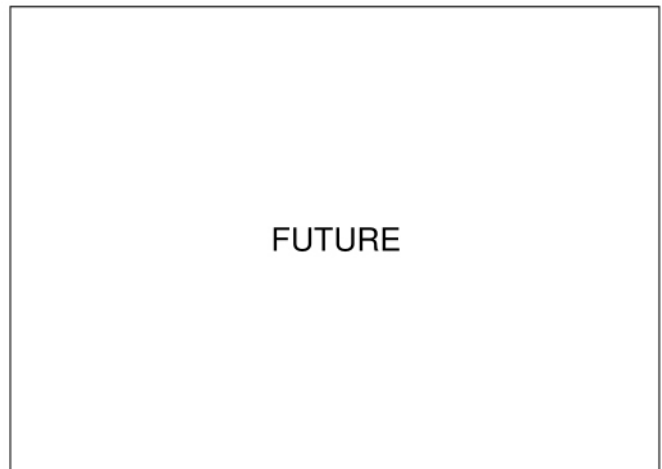
- ✓ Used for treatment of trauma, minor surgery and casting
- ✓ Houses emergency equipment: crash cart, oxygen, nebulizer, defibrillator, AED, medical supplies, medical instruments, EKG
- ✓ Used for treatment of urgent medical needs, stabilization, and minor invasive procedures
- ✓ Also used for procedures requiring privacy like pelvic exams, and dressing changes
- ✓ Could be used for stabilization of patients after anxiety attacks or suffering emotional distress
- ✓ Overhead lighting and gurney essential equipment



Photo



Floor Plan (250 nsf)



Isometric

3.10 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
Secure 1	VCT	Acoustic Tile	Detention H.M. Oversized for gurney	Mechanical Detention	
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory		Exam Light,Ceiling Hung by ICE	GFI Outlets		Telephone, LAN

3.10

	ITEM	VENDOR	MODEL	QUANTITY
BI	Casework (like El Centro) with small sink, locking under counter drawers and overhead storage			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser,wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
BI	Emergency Shower, ceiling mount with drain			1
BI	Headwall Chase w/ oxygen, Suction			1
F	Chair, rolling	Unicor	Bravo	1
F	Chair, patient	Unicor	Bravo	1
ME	Carts, rolling, equipment			
ME	Vital Sign monitor w/pulse ox (with cart)	Welch Allyn	52NTP-E1	1
ME	Oto-Ophthalmoscope, Welch-Allyn, wall mnt,	Welch Allyn	767 System (79510)	1
ME	Thermometer, electronic	Welch Allyn	Sure-Temp 678	1
ME	AED Machine, "Quick grab unit" for emergency response	Cardiac Science	G-3 Series	1
ME	Zoll Defibrillation/Monitor	Zoll	M Series	1
ME	Zoll Battery Charger W extra battery	Zoll	for M Series	1
ME	EKG Machine, 12 lead on 1 sheet paper with rolling cart			1
ME	EKG Battery charger with Batteries			1
ME	Pump, IV Infusion, 1-Line with Stand	Baxter	Flo-Gard 6201: Cat. #2M8063	1
ME	Fetal Doppler FD1	Moore Medical	44677	1
ME	Backboard	Moore Medical	62918	2
ME	Transporter, mobile, model 35-A	Goldenhour Medical	FM35A	1
ME	Gurney, triage, positions changes/movements*	Alliance Medical	Ferno Model 35-A	1
ME	"Code clock"			1
ME	Sphygmomanometer, Wall mount	Welch Allyn	767 (7670-01CB)	1
ME	Light, Exam, Ceiling,	Burton	124522	1
ME	Light, Exam, rolling, Halogen	Welch Allyn	LS-150 with mobile castor base	1
ME	Stretcher, Treatment, Emergency	Stryker	Renaissance 1231	1
ME	Nebulizer, electric	Moore Medical	45873	1
ME	Aspirator	Gomco	405 with 01-10-0814 cart	1
ME	Mayo Instrument Stand, foot pedal adjust, 16x21 tray	UMF	SS8311	1



Ambulatory Care - Room Data Sheet

3.10 SPACE EQUIPMENT MATRIX

ITEM	VENDOR	MODEL	QUANTITY
ME Crash Cart	Health Care Logistics	5391	1
ME Hammer, reflex, plastic, Taylor or Queen Sq.	US Neurologicals		1
ME Large "Go Bag"			1
ME AED Starter Kit	Cardiac Science	for G-3 Series	1
ME Light, UV (Woods) with Magnifier, UV & white light		316030	
ME Stool, provider, rolling	Midmark	195	1
ME BP Cuff Manual	Moore Medical	66306	1
ME Welch Allyn Direct Plug in Handle	Welch Allyn	71000-A	2
ME Glucometer	Moore Medical	97100	1
ME Scale, Patient w height	Health o meter	32150	1
ME Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1
ME Stethoscope	Welch Allyn	5079-135	1
ME Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME Blanket, Gurney			2
ME Privacy Screen, 3 panel, rolling	United Metal Fab.	8425 with 860 curtain	1
ME Drill, Fingernail (two speed cordless multipro 770)	Moore Medical	73283	1
ME Irrigator, Ear	Moore Medical	69253	1
ME Saw, cast	American Orthopaedic		1
ME Cast Spreader, Moore German	Moore Medical	14653	1
ME Clock, Wall	GSA	SET1164	1
ME Telephone with Speakerphone			
ME Computer			1
ME Illuminator, Film, 2-Bank Surface	Carr Corp	2WS	1
ME IV Stand	Moore Medical	41113	1
ME Hamper, Linen, Foot Pedal Operation			1
ME Backboard Straps	Moore Medical	48333	4
ME Backboard head blocks	Moore Medical	66049	1
ME Kickbucket, Removeable Pail w/frame	Pedigo Products	P-1020-SS	1
ME Oxygen tank, D, Aluminum	Armstrong Medical	DV-91T	1
ME Oxygen tank cart, 2 wheel	Armstrong Medical	DV-99H	1
ME Oxygen Regulator, 0-25 lpm	Armstrong Medical	DV-330	1
ME Sundry Jars, plastic	Moore Medical	65227	1



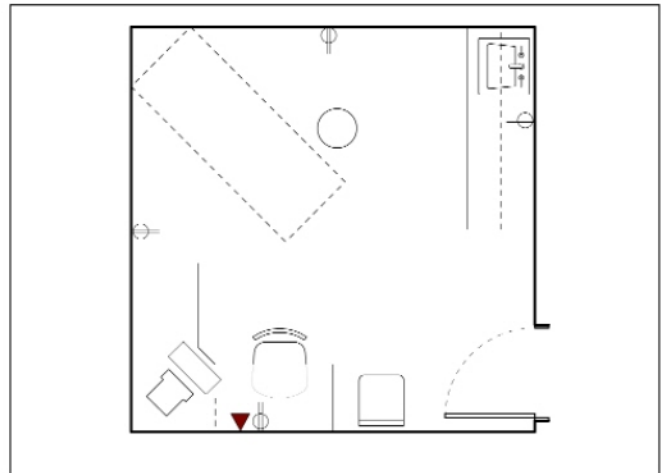
Ambulatory Care Unit - Room Data Sheet

3.11 **TELEMEDICINE MACHINE ROOM**

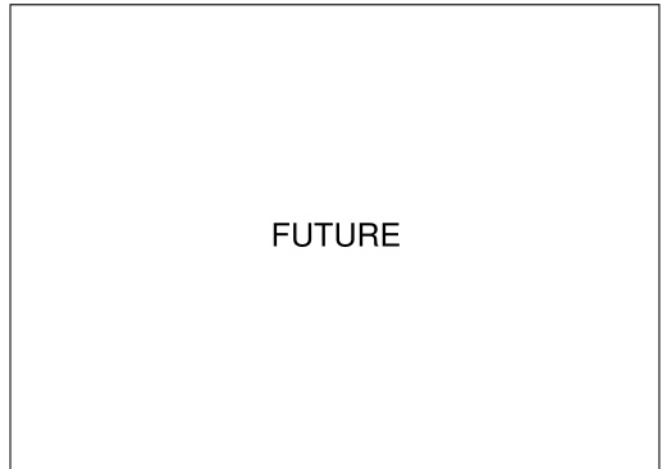
The Telemedicine Machine Room is an examination and treatment room that has video teleconferencing capabilities for remote access to specialist physicians in the diagnosis and treatment of detainees.



Photo



Floor Plan (100 nsf)



Isometric

3.11 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
Secure 1	VCT	Acoustic Tile	Detention H.M.	Mechanical Detention	
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory		Exam Light	GFI Outlets		Telephone, LAN

3.11 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Lighting, color corrected for medical videoconferencing			
BI	Walls painted "Telemedicine Blue"			
BI	Casework with small sink, under counter drawers and overhead storage			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
F	Workstation, with lower drawers and upper storage, locking	Unicor	Bravo	1
F	Chair, rolling, provider	Unicor	Bravo	1
F	Chair, patient	Unicor	Bravo	1
F	File cabinet, 4 drawer, locking	Unicor	Bravo	1
ME	Medical Videoconferencing System	DIANA Associates		1
ME	Exam Light, Halogen, rolling	Welch Allyn	LS-150 with mobile castor base	1
ME	Examination Table with storage	Midmark	304	1
ME	Stool, provider, rolling	Midmark	195	1
ME	Sphygmomanometer, Manual, hand held	Moore Medical	66306	1
ME	Sphygmomanometer, Wall mount	Welch Allyn	767 (7670-01CB)	1
ME	Oto-Opthalmoscope, Welch-Allyn, wall mount,		AD451	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1
ME	Stethoscope	Welch Allyn	5079-135	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME	Hammer, reflex	Taylor	1115	1
ME	Privacy Screen, 3 panel, rolling	United Metal Fab.	8425 with	1
ME	Mayo Instrument Stand, foot pedal adjust, 16x21 tray	UMF	SS8311	1
ME	Clock, Wall	GSA	SET1164	1
ME	Telephone with Speakerphone			
ME	Computer			1
ME	Sundry Jars, plastic	Moore Medical	65227	1
ME	Illuminator, Film, 2-Bank Surface	Carr Corp	2WS	1



4.0 SHORT STAY UNIT



Short Stay Unit (Infirmary) - Functional Adjacencies

4.0 SHORT STAY UNIT (INFIRMARY)

The Short Stay Unit is a treatment area for detainees requiring nurse supervised overnight care. It houses treatment rooms with showers and toilets as well as several isolation rooms for detainees with communicable illnesses. The Short Stay Unit has direct access to and from the Ambulatory Care unit.

SICK CALL PROCESSING

Sick call occurs when a housed detainee requests medical service. A staff nurse conducts periodic sick call visits to the housing unit for detainees in the nurse triage area of the housing pod. It is here that initial requests are reviewed and acted upon. Medications may also be administered in this area. Detainees needing to be seen in the clinic are taken there or scheduled for an appointment where a determination of need for additional medical service is made. This process involves the three basic medical responses listed below.

Non-Medical Concern

If there appears to be no health issue the detainee is reverted to the appropriate section of the housing unit.

Medical Concern - OTC Medication

The condition of the detainee is assessed and over the counter medications may be distributed. The detainee is released back to housing.

Referral

If the initial evaluation indicated that the detainee is ill, or needs to see a provider, he/she is sent to either the Ambulatory Care Unit, Short Stay Unit (SSU), Special Housing Unit (SHU), or escorted to the hospital by ambulance from the vehicle Sally Port.

Short Stay Unit (Infirmary)

Critical Issues

- ✓ Provide two access points from Ambulatory Care for entry of detainees from initial Intake and from Sick Call entries.
- ✓ Provide complete visual access to all rooms from nurse call station.
- ✓ Locate Respiratory Isolation Rooms closest to the intake areas in Ambulatory Care.

Special Requirements

The Short Stay Unit should have direct access from the central vestibule. A central Nurse Station should be located where there is unobstructed visual access to patient Ward Rooms. It is desirable for each ward room to contain a shower and combo unit. Soiled and Clean Utility Rooms should be easily accessed for Ward Room maintenance. A Day Room with secured exterior recreation yard should be provided.

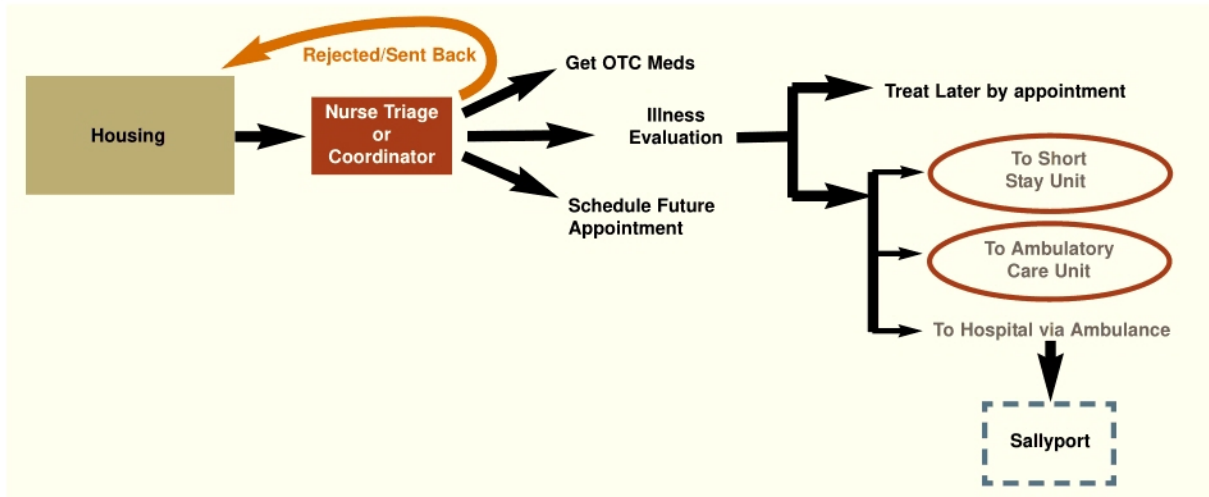
Space Requirements

4.0 SHORT STAY UNIT (INFIRMARY)

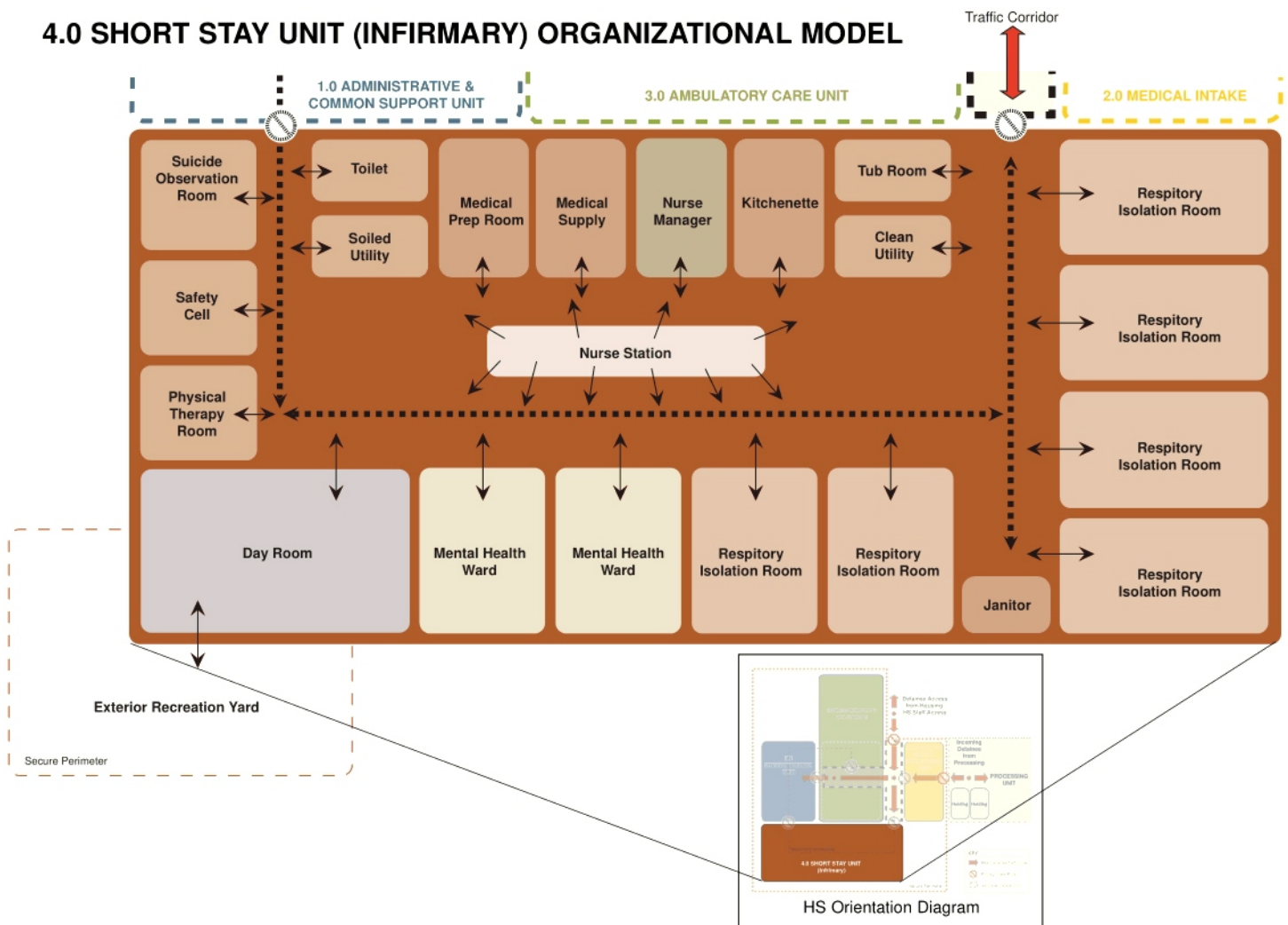
- 4.1 4-Bed Ward (in medical/mental referral centers)
- 4.2 2-Bed Ward (in medical/mental referral centers)
- 4.3 Single Bed Room (in medical/mental referral centers)
- 4.4 Mental Health Ward
- 4.5 Suicide Observation Room
- 4.6 Safety Cell
- 4.7 Respiratory Isolation Room w/Vestibule (universal)
- 4.8 Nurse Manager's Office
- 4.9 Nurses Station (w/Security Officer)
- 4.10 Detainee Shower/Tub Room
- 4.11 Medication Preparation Room
- 4.12 Kitchenette
- 4.13 Physical Therapy Room
- 4.14 Infirmary Supply Room
- 4.15 Soiled (Utility) Linen Room
- 4.16 Clean (Utility) Linen Room
- 4.17 Janitor's Closet
- 4.18 Staff Toilet
- 4.19 Day Room

4.0 SHORT STAY UNIT (INFIRMARY) WORKFLOW PATTERN

Sick Call Triage Diagram



4.0 SHORT STAY UNIT (INFIRMARY) ORGANIZATIONAL MODEL





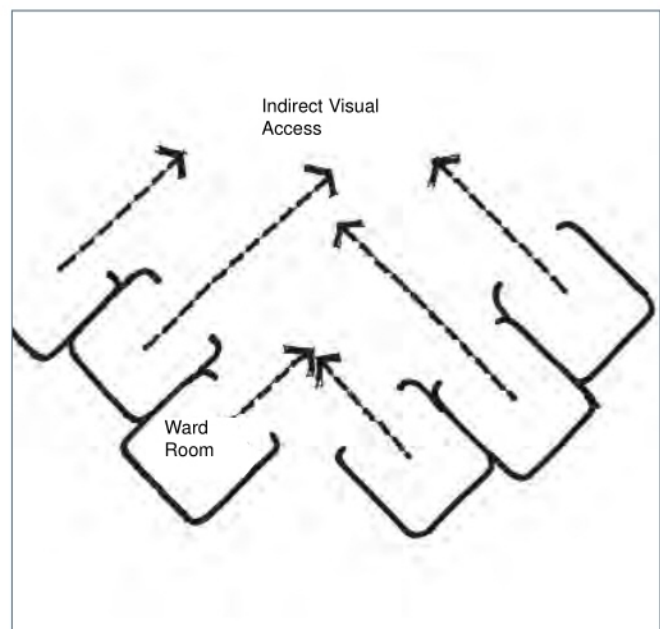
Short Stay Unit (Infirmary) - Concepts

INTRODUCTION

In order to delineate operational imperatives for Short Stay functions, the following workflow diagrams describe and diagram the relationships between HS staff, Detainees and specific processes.

1. Indirect Visual Access

Ward Rooms should be configured such that no two are directly across from each other.

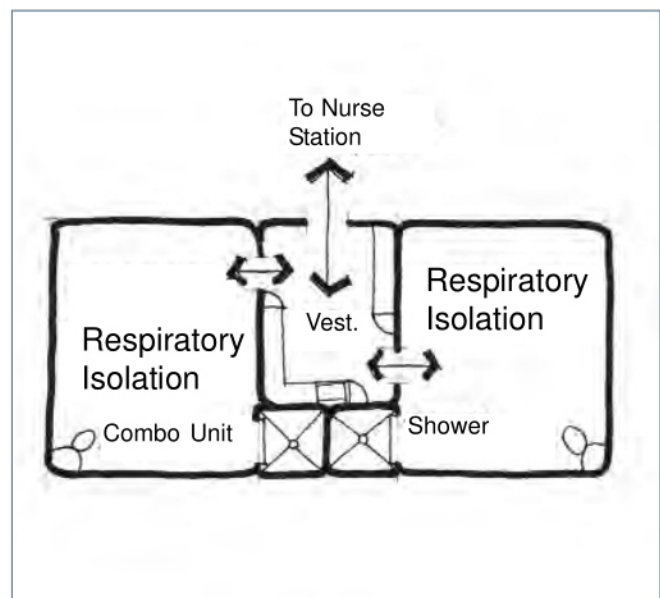


2. Respiratory isolation Vestibule

Create a vestibule with access into two separate isolation cells. The vestibule will have two primary functions:

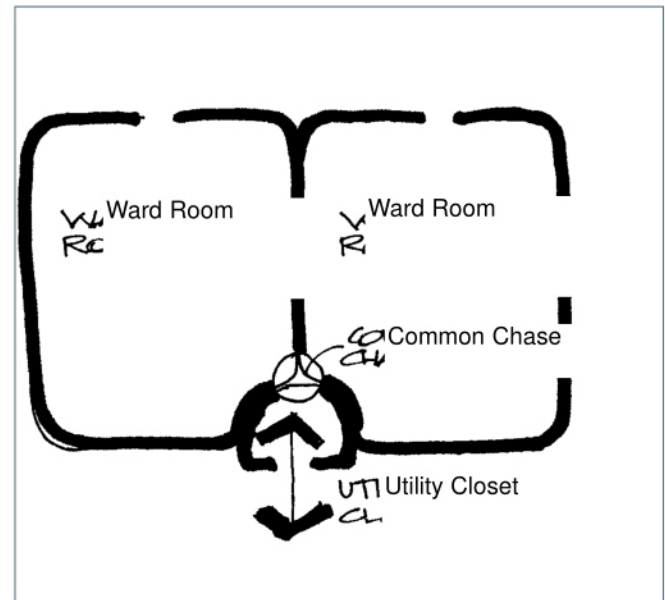
To create an air lock to prevent the spread of contagious respiratory disease

To provide a place for nurses to quarantine their potentially contaminated clothing items and wash hands.



3. Unobtrusive Shared Maintenance Closets

Plumbing chases should be planned for ease of access by Maintenance personnel from outside of the detainee area.





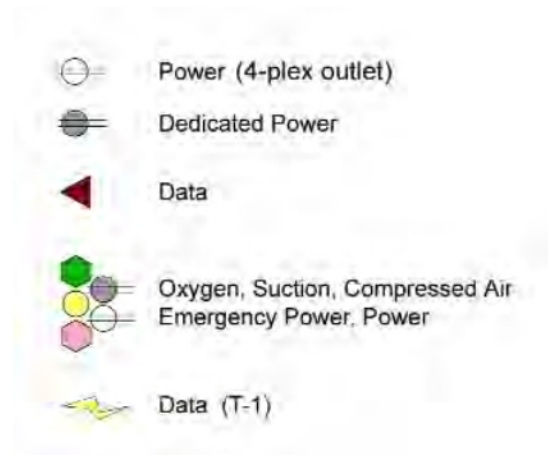
D. Short Stay Unit (Infirmary) - Room Data Sheets

ROOM DATA SHEETS

The following provides specific data regarding the rooms located within the Short Stay Unit of Health Services. Each room data sheet includes the following information:

- ✓ Functional Description
- ✓ Representative Photograph
- ✓ Room Floor Plan
- ✓ Isometric
- ✓ Space Materials Matrix
- ✓ Room Equipment Matrix

SYMBOL LEGEND



BI - Built-in

F - Furniture

ME - Medical Equipment



Short Stay Unit (Infirmary) - Room Data Sheet

4.1 4-BED WARD

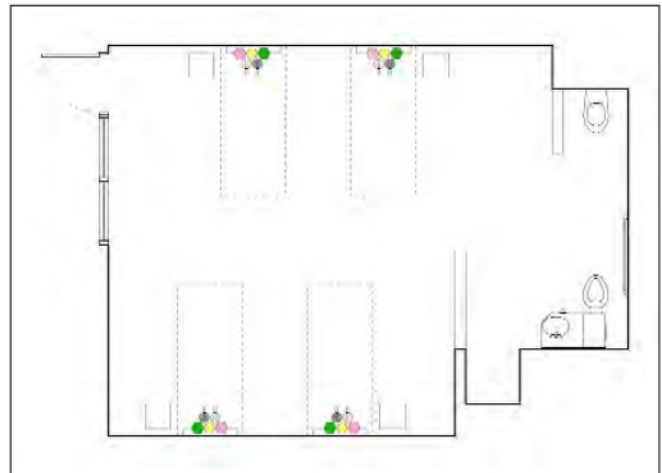
The 4-Bed Ward is used for medical and mental referral center detainees requiring overnight stays for illness and supervised observation. In the new HS model Short Stay Unit, universal respiratory isolation rooms will be developed as the standard room creating more flexibility in detainee care.

Following are functional uses of the 4-Bed Ward:

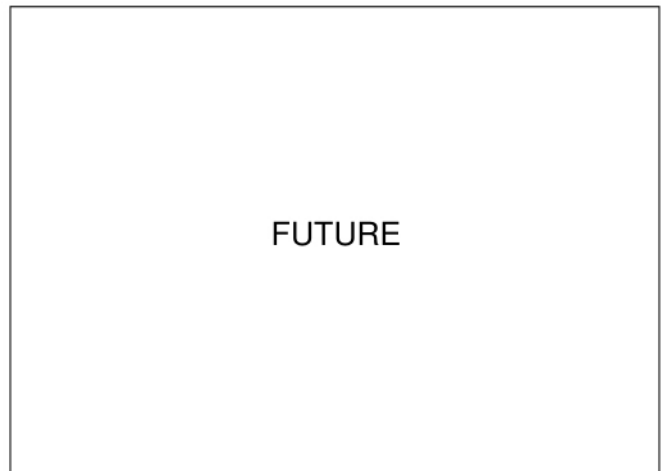
- ✓ Utilized by short stay unit patients
- ✓ Screening for physical examinations
- ✓ Recording vital signs, weight, and visual acuity
- ✓ Sick call and sick call triage



Photo



Floor Plan (320 nsf)



Isometric Plan

4.1

Plumbing

4.1

ITEM	VENDOR	MODEL	QUANTITY
------	--------	-------	----------



Short Stay Unit (Infirmary) - Room Data Sheet

4.2 2-BED WARD

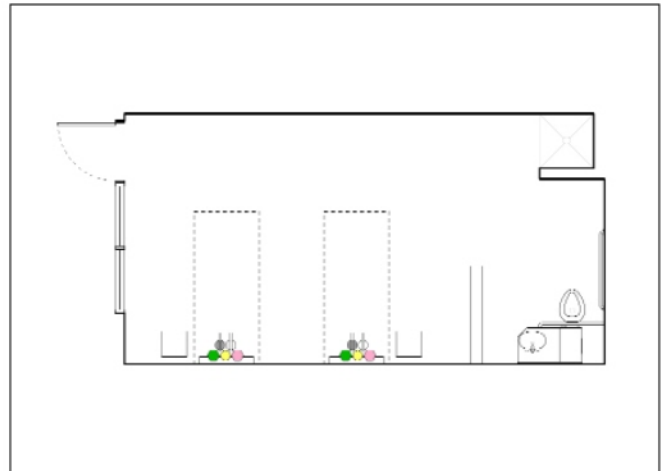
The 2-Bed Ward is used for medical and mental referral center for Short Stay patients requiring supervised overnight treatment. In the new HS model Short Stay Unit, universal respiratory isolation rooms will be developed as the standard room creating more flexibility in detainee care.

Following are functional uses of the 2-Bed Ward:

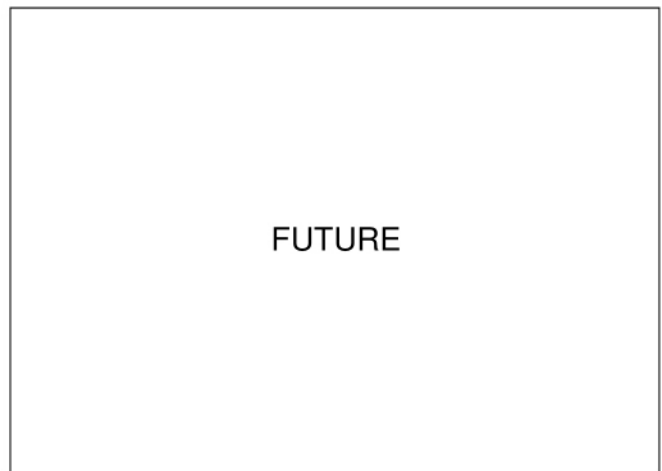
- ✓ Utilized by short stay unit patients as housing area for bath, eat, sleep etc
- ✓ Screening for physical examinations
- ✓ Recording vital signs, weight, and visual acuity
- ✓ Sick call triage
- ✓ Medication administration, patient and staff education
- ✓ Pill line
- ✓ Medication and OTC cart storage
- ✓ Handwashing, toilet and bathroom facilities



Photo



Floor Plan (180 nsf)



Isometric Plan

4.2

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Secure 1	Sealed Concrete	Secured Ceiling	Detention H.M.	Electro Mechanical Detention	Glass-clad Polycarbonate Lev. 2
Plumbing		HVAC	Lighting	Power	Elec./Security
Toilet Lav. Drinking Fountain	Secure	Maximum Security	GFI Outlets	Door Control, Intercom,	Telephone (Speaker), LAN
Shower, Floor Drain	Diffuser	Fixture		Audio Monitoring, PA	Television

4.2

[illegible]



Short Stay Unit (Infirmary) - Room Data Sheet

4.3 SINGLE BED ROOM

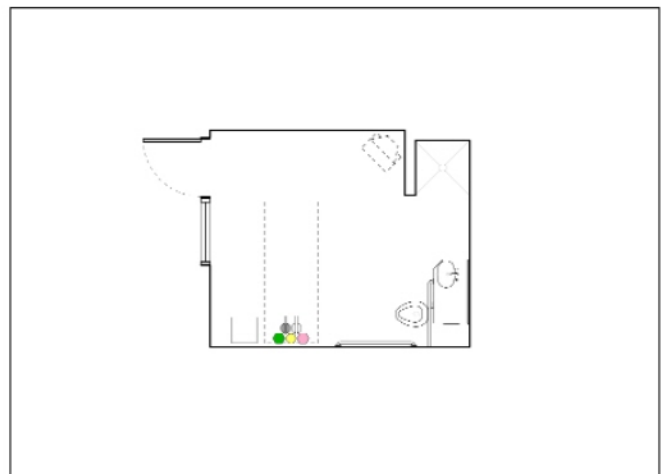
The Single Bed Room is used for medical and mental referral centers patients for single patient supervised overnight medical treatment. In the new HS model Short Stay Unit, universal respiratory isolation rooms will be developed as the standard room creating more flexibility in detainee care.

The Single Bed Room includes the following functions:

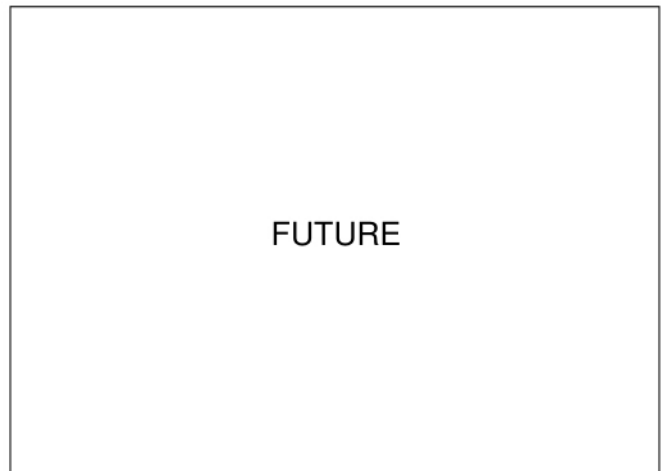
- ✓ Screening for physical examinations
- ✓ Recording vital signs, weight, and visual acuity
- ✓ Sick call and sick call triage
- ✓ Medication administration, patient and staff education
- ✓ Pill line
- ✓ Medication and OTC cart storage.
- ✓ Handwashing, toilet and bathroom facilities



Photo



Floor Plan (80 nsf)



Isometric Plan

4.3

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>	
Secure 1	Sealed Concrete	Secured Ceiling	Detention H.M.	Electro Mechanical Detention	Glass-clad Polycarbonate Lev. 2	
<i>Plumbing</i>		<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Toilet Lav. Drinking Fountain		Secure	Maximum Security	GFI Outlets	Door Control, Intercom,	Telephone (Speaker), LAN
Shower, Floor Drain		Diffuser	Fixture		Audio Monitoring, PA	Television

4.3

[illegible]



Short Stay Unit (Infirmary) - Room Data Sheet

4.4 MENTAL HEALTH WARD

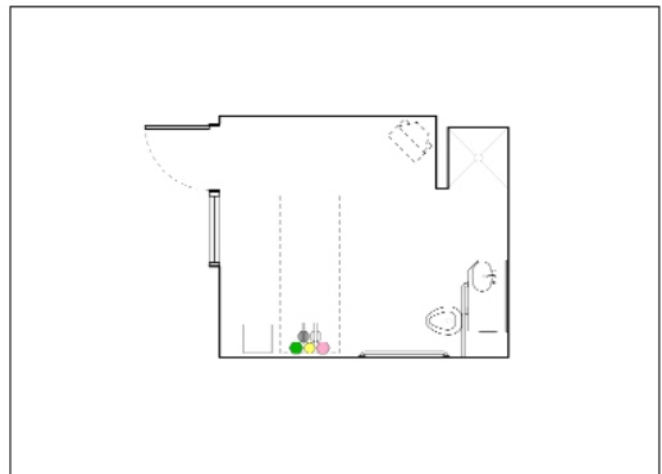
The Mental Health Ward is a set of treatment rooms in the Short Stay Unit that is used for Mental Health services.

Following are the functional uses of the Mental Health Ward:

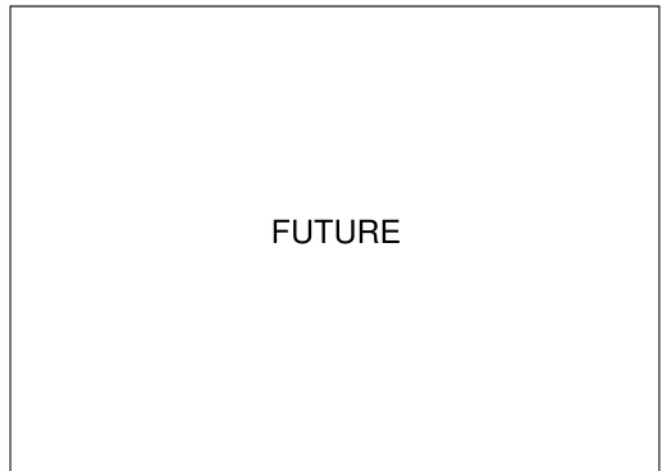
- ✓ Performs mental health exam and on-going therapy.
- ✓ See mental health appointments.
- ✓ Performs mental health evaluations of patients-private and confidential interviews.
- ✓ Follow-up sessions with patient-private and confidential psychotherapy and psycho-educational sessions.
- ✓ Performance Improvement coordinator duties gathering, processing and storage of PI documents, various required documents.
- ✓ Conducts staff training development.
- ✓ Storage of mental health training materials, patient education material, psychology reference books and materials.



Photo



Floor Plan (100 nsf)



Isometric

4.4

<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Toilet Lav. Drinking Fountain	Secure	Maximum Security	GFI Outlets	Door Control, Intercom,	Telephone (Speaker), LAN
Shower, Floor Drain	Diffuser	Fixture		Audio Monitoring, PA	Television

4.4

[illegible]



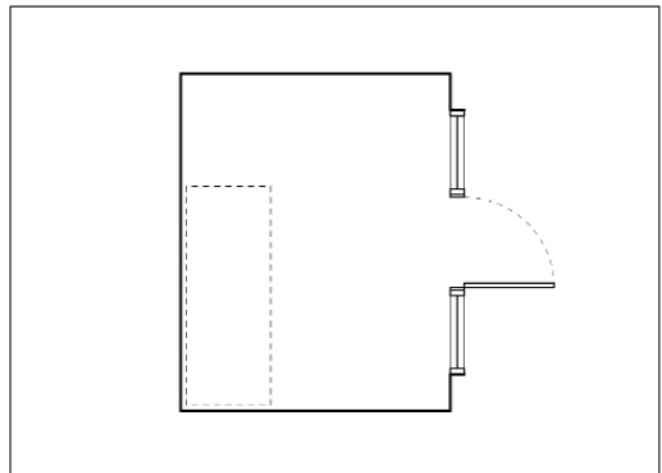
Short Stay Unit (Infirmary) - Room Data Sheet

4.5 SUICIDE OBSERVATION ROOM

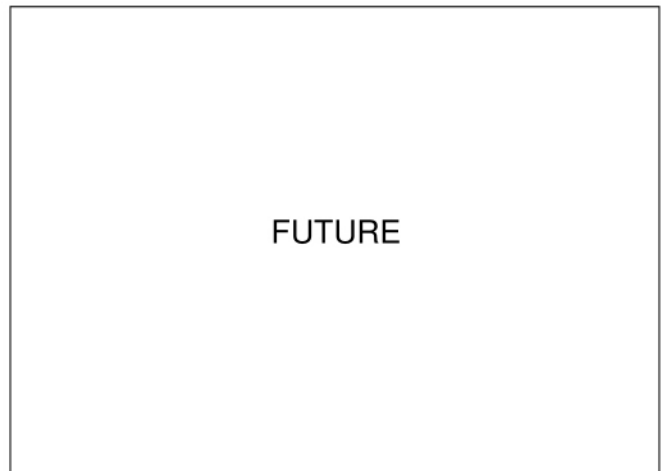
The Suicide Observation Room is part of the Mental Health Ward. It contains windows for observation by Mental Health practitioners. The Observation Room provides safe, suicide proof environment without protrusions of any kind. This room may double as a Time-Out Room.



Photo



Floor Plan (80 nsf)



Isometric

4.5

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>	
Secure 1	Sealed Concrete	Secured Ceiling	Detention H.M.	Electro Mechanical Detention	Glass-clad Polycarbonate Lev. 2	
<i>Plumbing</i>		<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Toilet Lav. Drinking Fountain		Secure	Maximum Security	None	Door Control, Intercom,	
Shower, Flushing Floor Drain		Diffuser	Fixture		Audio Monitoring, PA, CCTV	

4.5

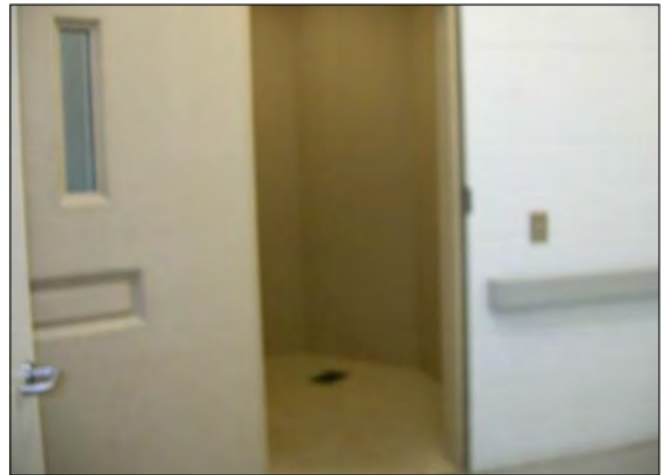
[illegible]



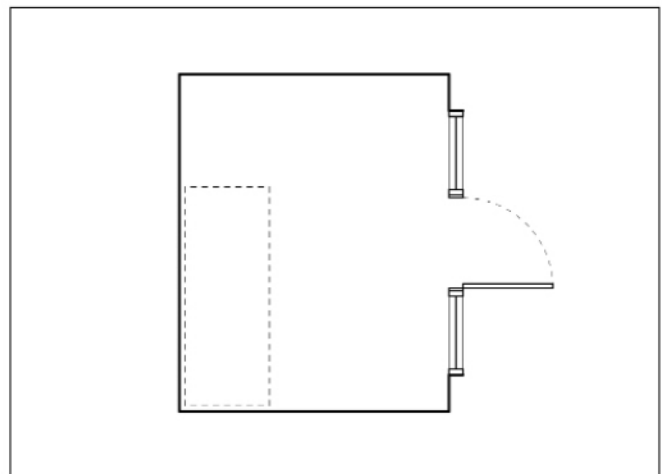
Short Stay Unit (Infirmary) - Room Data Sheet

4.6 SAFETY CELL

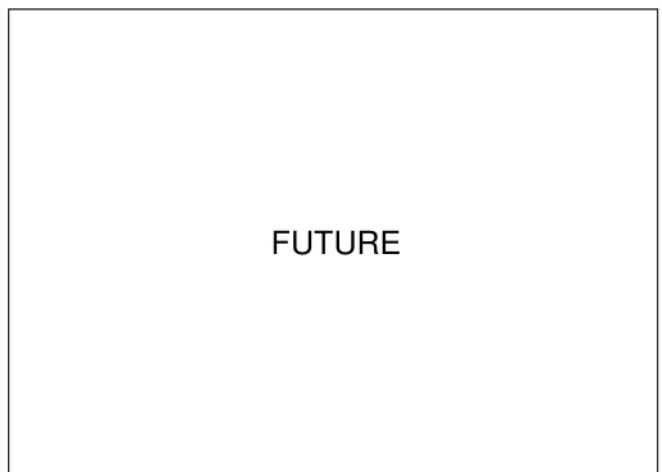
The Safety Cell is for detainees that require isolation for safety and observation or who exhibit behavior that may be harmful to themselves or others. This Room may also be used as treatment area for mentally ill detainees. This room requires special finishes that can be washed down and must be constructed without protrusions of any kind.



Photo



Floor Plan (64 nsf)



Isometric

4.6

Plumbing

4.6

BI



Short Stay Unit (Infirmary) - Room Data Sheet

4.7 RESPIRATORY ISOLATION ROOM w/VESTIBULE

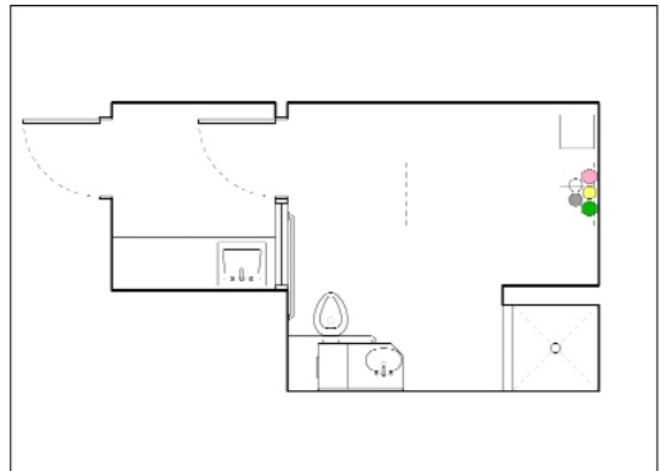
The Respiratory Isolation Rooms are single occupant rooms with shared vestibule to physically isolate detainees with communicable respiratory illnesses. In the new Short Stay Unit model, these rooms will become the standard universal patient room (replacing 4, 2 and standard single-bed ward rooms) providing HS with a high degree in flexibility of detainee care.

Following are the functional characteristics of Respiratory Isolation Rooms:

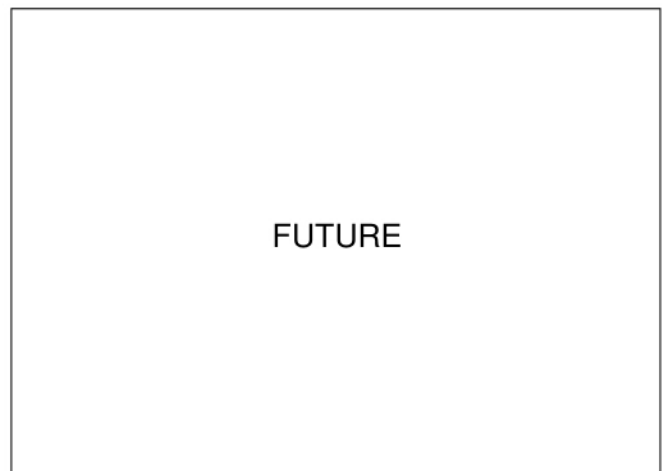
- ✓ Provides a respiratory isolation environment for patients suspected to have active TB
- ✓ Contains toilet, sink and paper towel dispenser
- ✓ Contains a vestibule with sink and paper towel dispenser
- ✓ Floor bolted beds
- ✓ Safe environment



Photo



Floor Plan (180 nsf)



Isometric

4.7

Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Toilet Lav. Drinking Fountain	Secure	Maximum Security	GFI Outlets	Door Control, Intercom,	Telephone (Speaker), LAN
Shower, Floor Drain	Diffuser	Fixture		Audio Monitoring, PA	

4.7

[illegible]



Short Stay Unit (Infirmary) - Room Data Sheet

4.8 NURSE MANAGER'S OFFICE

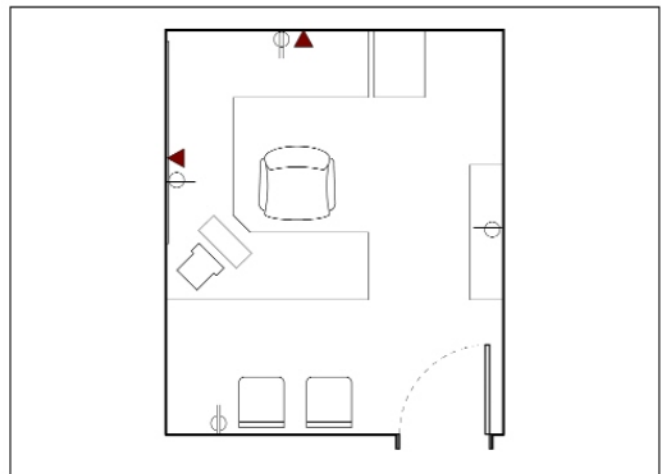
The Nurse Manager's Office is located adjacent to the nurse station in the Short Stay Unit. It functions as the administrative center for the nursing staff assigned to both Ambulatory Care, Medical Intake and Processing and Short Stay Units.

Following are the functional uses and characteristics of the Nurse Manager's Office:

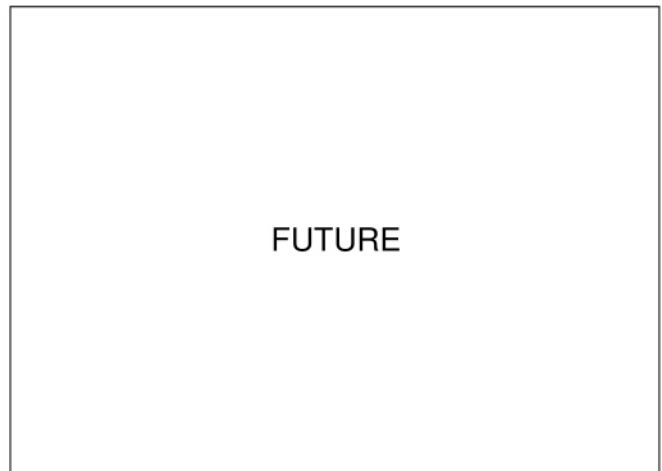
- ✓ Used for completion of additional duties (HSO, IC, Education Coordinator, Project Coordinator, Medical Escort, JCAHO)
- ✓ Used for staff counseling, interviewing, training.
- ✓ Maintenance of completed logs and documentation (shift reports, sharps counts, lab log, tool control, urgent care log, nursing staff meeting minutes).
- ✓ For orientation of New Nursing Staff.



Photo



Floor Plan (80 nsf)



Isometric

4.8

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	Carpet	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets		Telephone, LAN

4.8

[illegible]



Short Stay Unit (Infirmary) - Room Data Sheet

4.9 NURSES STATION (w/SECURITY OFFICER)

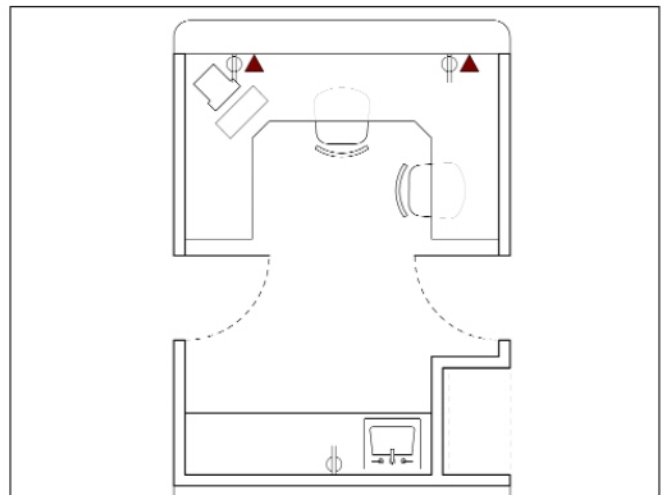
The Nurses Station in Short Stay Unit is centrally located to provide visual access to all patient rooms from the station.

Following are the functions and characteristics of the Nurse Station:

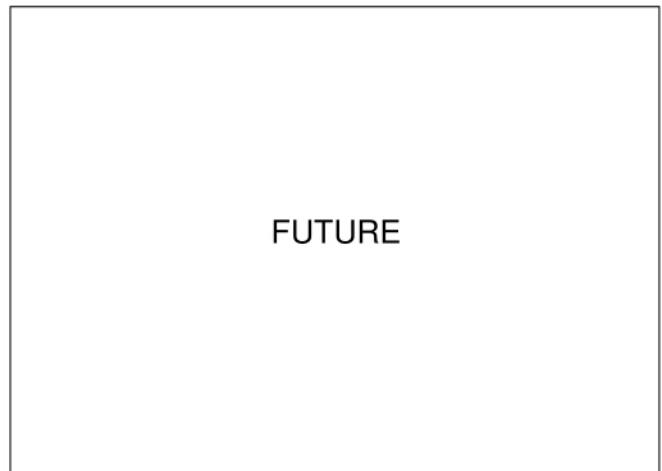
- ✓ Conducts sick call triage
- ✓ Medication and OTC cart storage
- ✓ Patient and staff education
- ✓ Pill Line and narcotics count
- ✓ Storage of files and patient charts
- ✓ Houses necessary logs, reference materials, post orders and patient charts
- ✓ Provides a central place for nurses to chart and organize patient care
- ✓ Nurses conduct collateral duties



Photo



Floor Plan (128-192 nsf)



Isometric

4.9

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Masonry	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets	PA, Duress Alarm	Telephone, LAN

4.9

[illegible]



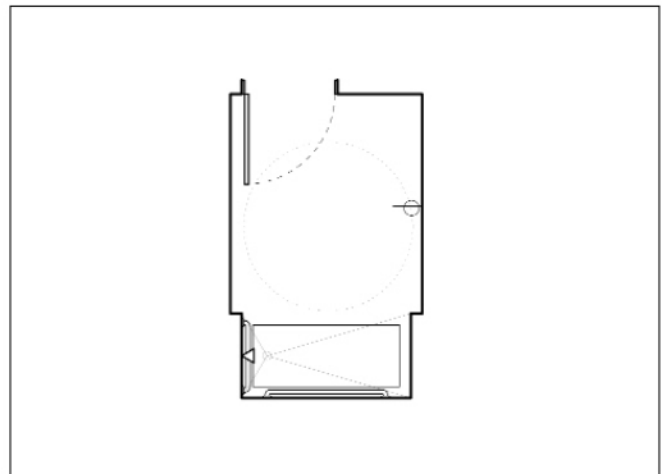
Short Stay Unit (Infirmary) - Room Data Sheet

4.10 DETAINEE SHOWER/TUB ROOM

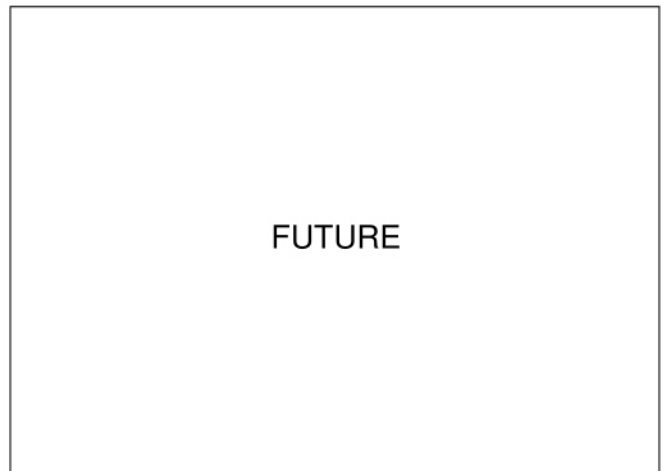
Near Short Stay Wards and near the nurses station, the Shower/Tub Room is for supervised detainee bathing and shaving. Each room contains a shower for use by the patient. The Shower/Tub Room is for supervised use by patients needing assistance due to mental or physical disability.



Photo



Floor Plan (50 nsf)



Isometric

4.10

Walls	Floors	Ceiling	Doors	Hardware	Glazing
CMU/Tile	Tile	Gypsum/Plaster	Standard H.M.	Builders Hardware	
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Security Fixtures	Dedicated Exhaust				

4.10

[illegible]



Short Stay Unit (Infirmary) - Room Data Sheet

4.11 MEDICATION PREPARATION ROOM

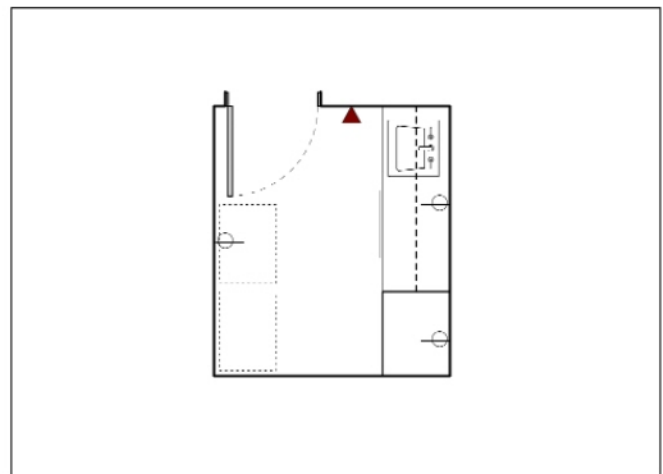
The Medication Preparation Room is a secure room located for easy access to Short Stay Unit nursing staff. It is used for the preparation of medications to be administered/dispensed to patients in the Short Stay Unit. Dispersment is accomplished with the use of a cart that is wheeled to the patient room where medication is administered.

Following is the functional use and characteristics of the Medication Preparation Room:

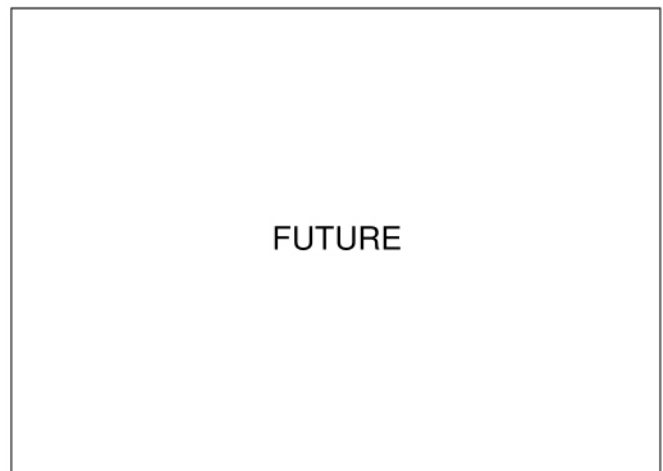
- ✓ Preparation of medication to give to detainees
- ✓ Storage of medicine carts
- ✓ Storage of appropriate medicine supplies
- ✓ Sink and paper towel dispenser



Photo



Floor Plan (25 nsf)



Isometric

4.11

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Gypsum	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Sink			GFI Outlets		Telephone, LAN

4.11

[illegible]



Short Stay Unit (Infirmary) - Room Data Sheet

4.12 KITCHENETTE

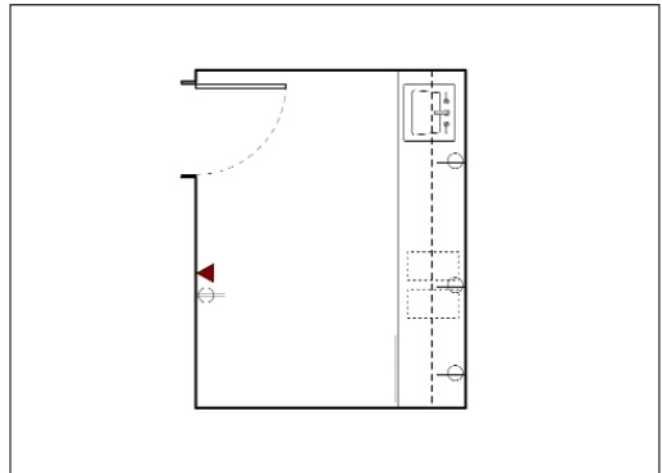
Within the Short Stay Unit, the Kitchenette is for staff use only. The kitchenette is used for staff lunch and snack storage and preparation.

Following are characteristics of the Kitchenette:

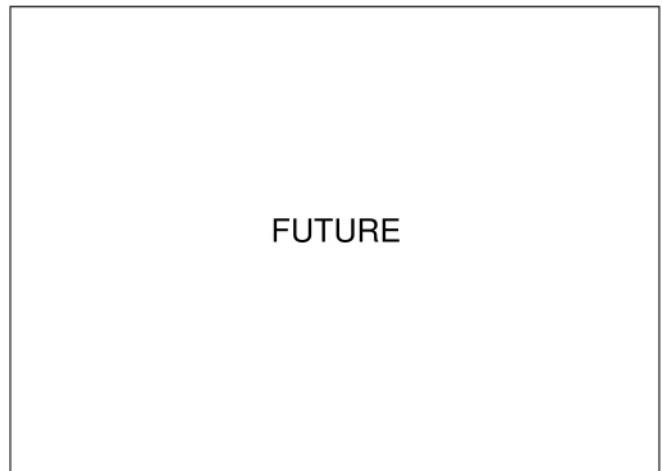
- ✓ Sink, paper towel dispenser, refrigerator and microwave oven
- ✓ Storage of snacks
- ✓ Used for staff lunches and breaks



Photo



Floor Plan (125 nsf)



Isometric

4.12

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Masonry	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Lavatory			GFI Outlets		Telephone, LAN

4.12

[illegible]



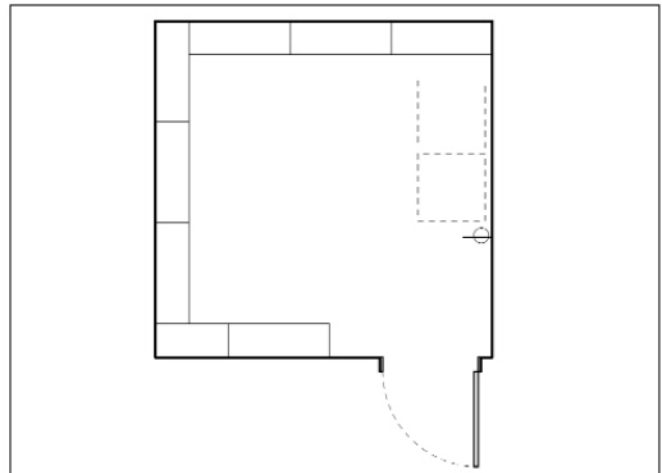
Short Stay Unit (Infirmery) - Room Data Sheet

4.14 INFIRMARY SUPPLY ROOM

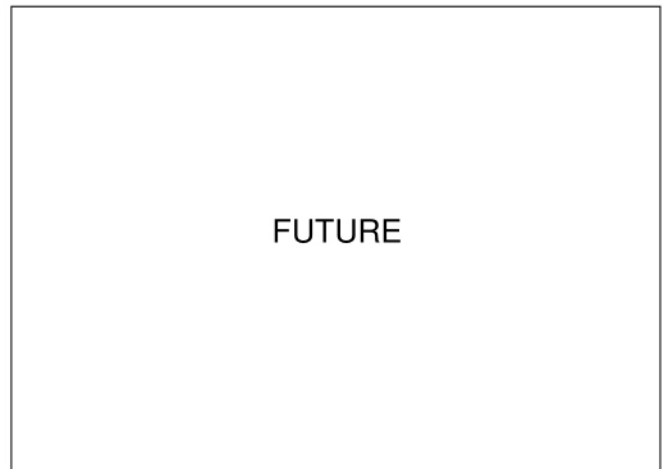
The Infirmary Supply Room is for the storage of medical supplies necessary for treating patients in the Short Stay Unit. This room should be located central to the nursing operation.



Photo



Floor Plan (100 nsf)



Isometric

4.14

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Masonry	VCT	Acoustic Tile	Standard H.M.	Builders Hardware	Tempered Glass
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
		GFI Outlets		Telephone, LAN	

4.14

[illegible]



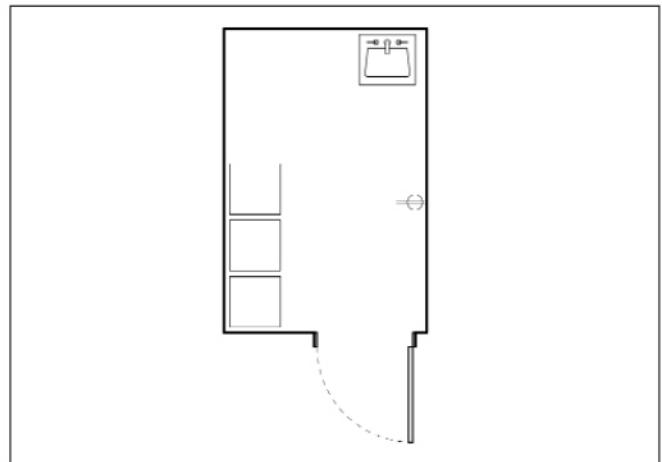
Short Stay Unit (Infirmary) - Room Data Sheet

4.15 SOILED (UTILITY) LINEN ROOM

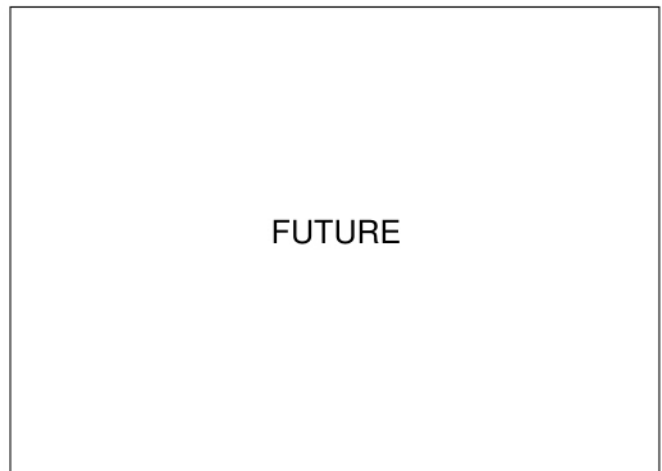
The Soiled Utility Room is used for the storage of soiled waste and soiled linen. It should be centrally located in the Short Stay Unit and should contain sink, paper towel dispenser and floor drain. This room should have an adequately sized independent exhaust system.



Photo



Floor Plan (40 - 50 nsf)



Isometric

4.15

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Masonry	VCT	Acoustic Tile	Custom H.M.	Mechanical Detention	
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Lavatory	Direct Exhaust		GFI Outlets		

4.15

[illegible]



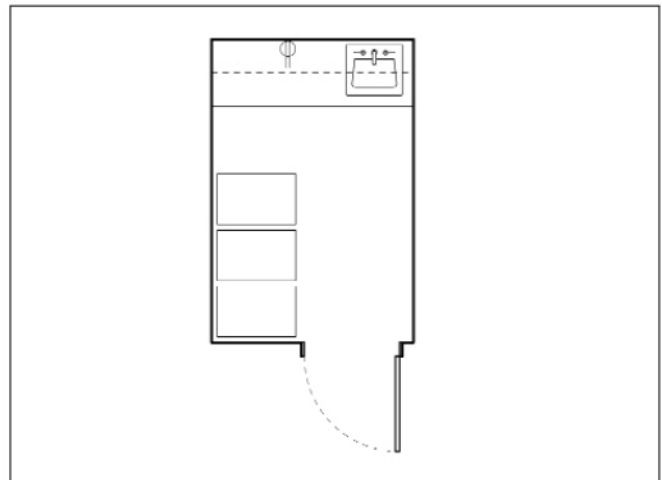
Short Stay Unit (Infirmary) - Room Data Sheet

4.16 CLEAN (UTILITY) LINEN ROOM

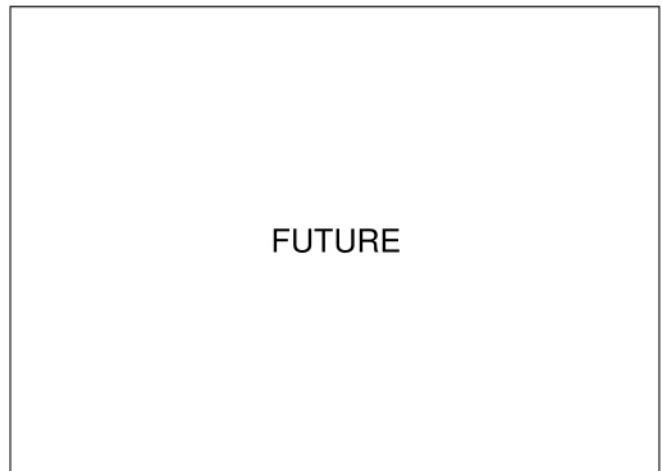
The Clean Utility Room is used for storage of clean linen. It should be in a central location within the Short Stay Unit. In some facilities it is also used for Ambulatory Medical Supply storage (for crutches, canes and wheelchairs).



Photo



Floor Plan (40 - 50 nsf)



Isometric

4.16

Walls	Floors	Ceiling	Doors	Hardware	Glazing
Masonry	VCT	Acoustic Tile	Custom H.M.	Mechanical Detention	
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Utility Sink			GFI Outlets		

4.16

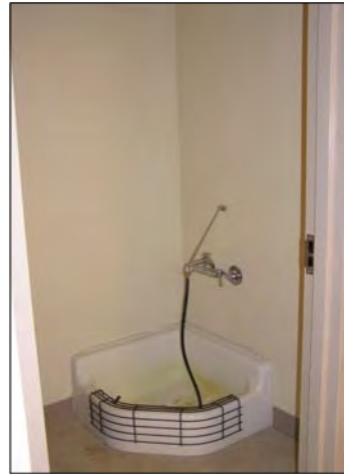
[illegible]



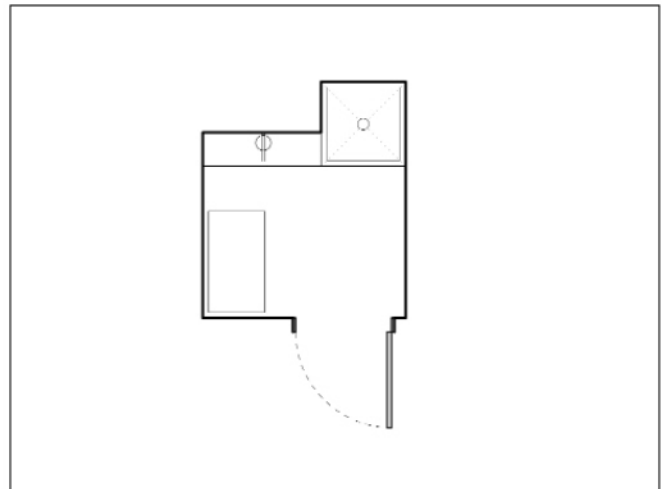
Short Stay Unit (Infirmary) - Room Data Sheet

4.17 JANITOR'S CLOSET

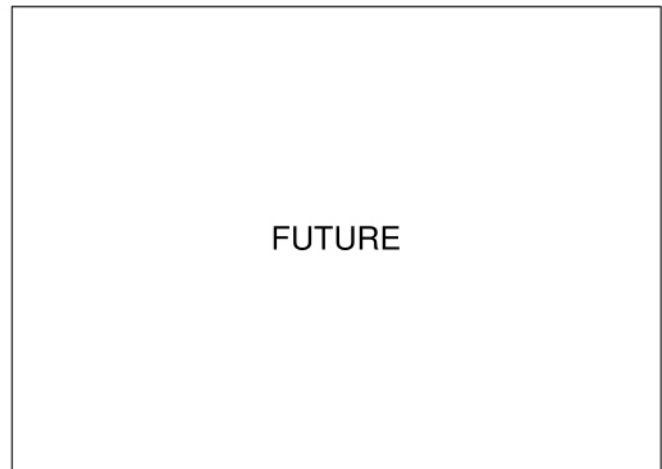
The Janitor's Closet should be adequately sized for a mop sink and potentially a hot water heater. Space should also be provided for storage of soap, detergents and other cleaning products. Included in the Janitor's Closet will be mop hangers, floor sink, germicidal soap and paper towel dispenser. It is important that there be a Janitor Closet located in Short Stay for easy access to the patient rooms.



Photo



Floor Plan (35 nsf)



Isometric