

A Review of State Correctional Facility and State/County Mental Hospital Designation Criteria and Processing

Scott Jones, PhD
Manager, Primary Care Office
Nevada Department of Health and Human Services



Dianne Roberts, B.S.
Primary Care Office Administrator
Illinois Department of Health



Robert Martiniano, DrPH, MPA
Senior Program Manager
Center for Health Workforce Studies

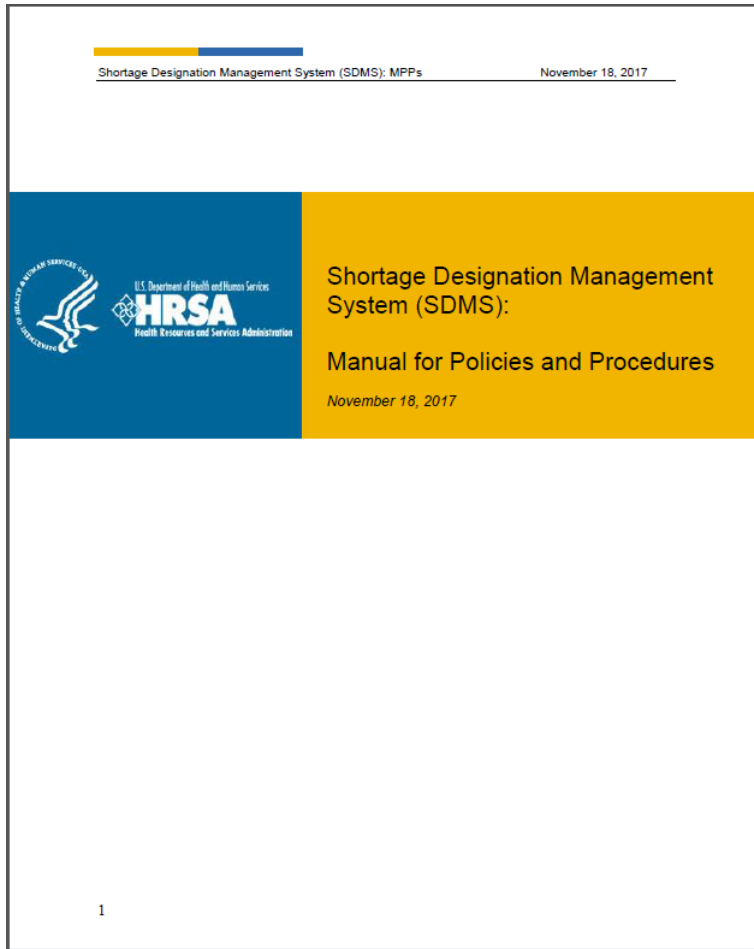


May 24, 2018

Today's Webinar

- Review designation criteria for:
 - State Correctional Facilities
 - Primary care
 - Dental care
 - Mental health
 - State/county mental hospitals
- A discussion of helpful hints after each review of criteria
- Questions and Answers Session

Where to Find the Criteria



<https://programportal.hrsa.gov/docs/pco/Manual-for-Policies-and-Procedures.pdf>

State Correctional Facilities

- All designations
 - Minimum inmate population of 250
 - Medium or maximum security or youth detention facility
 - Need to consider
 - Length of stay
 - If intake exams are mandatory
 - Average number of total inmates per year
 - Average number of new inmates per year
- Ratios
 - Primary care: 1,000:1
 - Dental health: 1,500:1
 - Mental health: 2,000:1

State Correctional Facilities – Primary Care

- If no information on need for intake medical exams or intake exams are not done

(no need for new inmates per year or length of stay)
- Number of internees = mean number of inmates per year

State Correctional Facilities – Primary Care

- If medical exams are routinely performed on intake

And length of stay ≥ 1 year

Number of interneers =

Mean # of inmates/year + (.3 *(mean # of new inmates/year))

And length of stay < 1 year

Number of interneers =

Mean # of inmates/year + (.2 *(1 + MLOS/2)* mean # of new inmates/year)

MLOS = mean length of stay in days

State Correctional Facility Primary Care Scoring

Scoring for state correctional facility is an aggregate score of points based on the institutional ratio and the intersection with a geographic HPSA if applicable.

Group Number	Criteria	Degree of Shortage Points
1	Institutions with 500 or more inmates and no physicians	12
2	Other institutions with no physicians and institutions with ratio greater than or equal to 2,000:1	6
3	Institutions with a ratio greater than or equal to 1,000:1 but less than 2,000: 1	3

Geographic HPSA with a score between	Points
20 – 25	12
14-19	9
8-13	6
1-7	3
Not located in geographic HPSA	0

State Correctional Facilities – Dental Care

- If no information on need for intake dental exams or intake exams are not done

(no need for new inmates per year or length of stay)

- Number of internees = mean number of inmates per year

State Correctional Facilities – Dental Care

- If dental exams are routinely performed on intake

And length of stay ≥ 1 year

Number of interneers =

Mean # of inmates/year + mean # of new inmates/year

And length of stay < 1 year

Number of interneers =

Mean # of inmates/year + $(1/3 * (1 + (2 * \text{MLOS}) * \text{mean \# of new inmates/year}))$

State Correctional Facility Dental Care Scoring

Scoring for state correctional facility is an aggregate score of points based on the institutional ratio and the intersection with a geographic HPSA if applicable.

Group Number	Criteria	Degree of Shortage Points
1	Institutions with 500 or more inmates and no dentists	12
2	Other institutions with no dentists and institutions with ratio greater than or equal to 2,000:1	6
3	Institutions with a ratio greater than or equal to 1,500:1 but less than 3,000: 1	3

Geographic HPSA with a score between	Points
20 – 26	12
14-19	9
8-13	6
1-7	3
Not located in geographic HPSA	0

State Correctional Facilities – Mental Health

- If no information on need for intake mental health exams or intake exams are not done
- Number of internees = mean number of inmates per year

State Correctional Facilities – Mental Health

- If mental health exams are routinely performed on intake

And length of stay ≥ 1 year

Number of internees =

Mean # of inmates/year + mean # of new inmates/year

And length of stay < 1 year

Number of internees =

Mean # of inmates/year + $(1/3 * (1 + (2 * \text{MLOS}) * \text{mean \# of new inmates/year}))$

State Correctional Facility Mental Health Scoring

Scoring for state correctional facility is an aggregate score of points based on the institutional ratio and the intersection with a geographic HPSA if applicable.

Group Number	Criteria	Degree of Shortage Points
1	Institutions with 500 or more inmates and no psychiatrists	12
2	Other institutions with no psychiatrists and institutions with ratio greater than or equal to 3,000:1	6
3	Institutions with a ratio greater than or equal to 2,000:1 but less than 3,000: 1	3

Geographic HPSA with a score between	Points
20 – 26	12
14-19	9
8-13	6
1-7	3
Not located in geographic HPSA	0

Correctional Facility Processing in SDMS

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Designations

Create Designations

Mapping Tool

Create a HPSA or MUA/MUP with the Mapping Tool.

Facility Form

Create Facilities with the Facility Form.

Search Designations

Designation Name	Case ID	Public ID	Discipline	Type	Withdrawal Bundle i
<input type="text"/>	<input type="text"/>	<input type="text"/>	None selected ▾	None selected ▾	None selected ▾
Status	County	Submission Year	Returned/Resubmitted		
None selected ▾	Select One ▾	None selected ▾	None selected ▾		

SearchClear

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Facility Form

Facility Name *

Discipline *

Type *

Correctional Facility Processing in SDMS

Facility Form | test - Primary Care - Correctional Facility

1. General Information 2. Facility Criteria 3. Supporting Documents 4. Submit

General Information

Facility Name: *

PCO Entered Facility Location

Address Line 1: *

Address Line 2:

City: *

State:

Zip Code: *

Geocoded Facility Location

*Geocoded Facility Location fields will be populated once the address is geocoded. In order to geocode the address, please select **Geocode**. Please note that the geocoding process may take a few moments.*

Correctional Facility Processing in SDMS

Facility Form | test - Primary Care - Correctional Facility -94631

1. General Information 2. Facility Criteria 3. Supporting Documents 4. Submit

Correctional Facility Information

Correctional Facility Type: * Select ▼

Correctional Facility Inmates Information

Mean Inmates/Year: * Inmates

Routine Intake Exams Performed? * Unknown ▼

Mean New Inmates/Year: Inmates

Mean Length of Stay: Days

Number of Internees : N/A Calculate

Provider Search for Correctional Facility

No Providers at this facility: ☐ Search for Providers to calculate FTE Search for Providers

Total Number of Provider FTE: N/A

Internee/Provider FTE Ratio: i N/A

Correctional Facility Processing in SDMS

Provider Search for Correctional Facility

No Providers at this facility:

Search for Providers to calculate FTE

	NPI	Discipline	Specialty	Last Name	First Name	FTE	Address	City	State
<input type="checkbox"/>	1033300611	PC	FP	CUTILLAR	MARIROSE	1.0	[REDACTED]	[REDACTED]	NV

Showing 1 to 1 of 1 entries **1**

Total Number of Provider FTE: 1.0

Internee/Provider FTE Ratio: 1550.0:1

Provider Search

NPI

Discipline

Specialty

Last Name

First Name

County FIP

CSD

Census Tract

Validating Providers in SDMS for Facility HPSAs

▼ Location Address

Address Line 1	1707 W CHARLESTON BLVD STE 200
Address Line 2	
City	LAS VEGAS
State	NEVADA
Postal Code	89102-2353

Copy Address

Discipline	MH ▼
Specialty	PSY ▼
Direct Tour Hours	8
Serves a Correctional Facility?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Serves State/County Mental Hospital?	<input type="radio"/> Yes <input checked="" type="radio"/> No

- Selecting “Yes” does not zero out the FTE, so remember that these might need to be edited/removed before submitting a geographic or low-income HPSA.
- Even if these values are not selected, you can still select providers in the facility designation application window.

Federal Source for Correctional Facility HPSA Scoring

<https://www.federalregister.gov/documents/2012/01/10/2012-223/criteria-for-determining-priorities-among-correctional-facility-health-professional-shortage-areas>

Criteria for Determining Priorities Among Correctional Facility Health Professional Shortage Areas

A Notice by the [Health Resources and Services Administration](#) on 01/10/2012



PUBLISHED DOCUMENT

ACTION:
General notice.

SUMMARY:
In accordance with the requirements of section 333A(b)(1) of the Public Health Service (PHS) Act, as amended by the Health Care Safety Net Amendments of 2002, 42 U.S.C. 254f-1(b)(1), the Secretary of HHS shall establish the criteria which she will use to make determinations under section 333A(a)(1)(A) of the health professional shortage areas (HPSAs) with the greatest shortages. This notice sets forth revised criteria for determining correctional facility HPSA scores.

DOCUMENT DETAILS
Printed version:
[PDF](#)
Publication Date:
[01/10/2012](#)
Agencies:
[Health Resources and Services Administration](#)
Dates:
Effective January 10, 2012.
Effective Date:
[01/10/2012](#)
Document Type:
Notice
Document Citation:
77 FR 1495

Illinois State Correctional Facility Worksheet



2018 State Correctional Facility HPSA Worksheet Primary Care

The information provided in this worksheet is required to process a federal application for a Health Professional Shortage Area (HPSA) designation. Please complete the form in its entirety and submit using the contact information at the bottom of this page.

Facility Name: _____

Physical Address: _____

Security Level: ☐ Medium ☐ Maximum

(Note: Only medium and maximum security correctional facilities are eligible for HPSA designation.)

Average (mean) Number of Inmates per Year: _____

Are intake exams performed? ☐ Yes ☐ No

If Yes, please provide the following information:

Average (mean) number of new inmates per year: _____

Average (mean) Length of Stay (ALOS): _____

In the table below, provide information for each **Primary Care Physician** at your correctional facility. Enter the **complete name, physician specialty** (only *Family Practice, Internal Medicine, Obstetrics/Gynecology or Pediatrics*), and **average weekly hours***.

**The average weekly hours should reflect the average number of hours for direct patient care.
Do not include time spent on administrative duties.*

Name (First, Middle, Last)	Physician Specialty (FP, IM, OB/GYN or PED)	*Avg. Weekly Hours

New York State Correctional Facility Spreadsheet

Required Medical Exam on Intake (Y,N))	Security Level	Physician FTEs	(columns 12 - 14) Number of new inmates that came in during 2017	(2nd column) Number under custody on 12-31-17	(page 19, last column) Average length of stay in months	Length of stay in days	No Medical Intakes	Medical Intake, LOS = 365+	Medical Intake, LOS < 365	Census	Ratio
N	Medium	0	628	390	11.9	362	390			390	390.00
N	Medium	1.5	2371	1067	13	395	1067			1067	711.33
N	Medium	1	878	451	9.2	280	451			451	451.00
N	Maximum	1	3733	2018	28.5	866	2018			2018	2,018.00
N	Maximum	2.5	11999	1530	20.7	629	1530			1530	612.00
N	Medium	1	2177	1485	11.9	362	1485			1485	1,485.00
Y	Maximum	5.1	3874	729	39.4	1,198		1891.2		1891.2	370.82
N	Medium	1	1170	842	10.9	331	842			842	842.00
N	Medium	2	1798	910	13.3	404	910			910	455.00
Y	Maximum	1	6511	2690	23.9	727		4643.3		4643.3	4,643.30
N	Medium	2	3065	976	16.3	496	976			976	488.00
N	Maximum	1	1372	914	17.5	532	914			914	914.00
Y	Maximum	2	22139	1128	38.2	1,161		7769.7		7769.7	3,884.85
N	Maximum	2	504	910	38.2	1,161	910			910	455.00
Y	Maximum	3	8658	1563	19.3	587		4160.4		4160.4	1,386.80

1. No required exam: =IF(B10="N",F10," ")
2. Intake exam, LOS >= 1 year: =IFERROR(IF(AND(B10="Y",G10>=12),(F10+(E10*0.3))," "),F10)
3. Intake exam, LOS < 1 year: =IFERROR(IF(AND(G10<12,B10="Y"),F10+(0.2*(1+G10/12/2)*E10),""),F10)

Nevada Correctional Facility Spreadsheet

	A	B	C	D	E	F	G	H	I	J
1			Highest Priority -----> Lowest Priority							
2			Ely State Prison	Lovelock Correctional Center	High Desert State Prison	Southern Desert Correctional Center	Northern Nevada Correctional Center	Florence McClure Correctional Center	Warm Springs Correctional Center	
3										
4		Practitioners								
5		Address	4569 N. State Rt. 490, Ely NV 89301	1200 Prison Road, Lovelock NV 89419	22010 Cold Creek Road, Indian Springs NV 89018	20825 Cold Creek Road, Indian Springs NV 89018	1721 Snyder Avenue, Carson City, NV 89701	4370 Smiley Rd., N. Las Vegas NV 89018	3301 E. 5th Street, Carson City, NV 89702	
6		Practitioner (1)	Vacant	Dr A	Dr B	Dr. C	Dr. D	Dr E	Dr F	
7		Specialty	General Dentistry	General Dentistry	General Dentistry	General Dentistry	General Dentistry	General Dentistry	General Dentistry	
8		No. of hours of direct patient care	40	40	40	40	40	40	30	
9		Practitioner (2)			Dr. A		Dr. B			
10		Specialty			General Dentistry		General Dentistry			
11		No. of hours of direct patient care			40		20			
12		Practitioner (3)			Dr. C					
13		Specialty			General Dentistry					
14		No. of hours of direct patient care			30					
15		FTE Dental Hygienist and Dental Assistants at Facility		1	3	1	2	1	1	
16		Intake Center (Yes or No)			Yes		Yes	Yes		
17										
18		Facility								
19		Address	4569 N. State Rt. 490, Ely NV 89301	1200 Prison Road, Lovelock NV 89419	22010 Cold Creek Road, Indian Springs NV 89018	20825 Cold Creek Road, Indian Springs NV 89018	1721 Snyder Avenue, Carson City, NV 89701	4370 Smiley Rd., N. Las Vegas NV 89018	3301 E. 5th Street, Carson City, NV 89702	
20		Type	State	State	State	State	State	State	State	
21		Level	Maximum	Medium	Medium	Medium	Medium	Medium	Medium	
22		Average No. of inmates	1550	1950	3800	2500	1750	1350	1000	
23		Average length of stay	5-7 Years	2-4 Years	2-4 Years	2-4 Years	2-4 Years	2-4 Years	2-4 Years	
24		Average No. of New Inmates admitted per year	Admissions and departures are not tracked by facility, however NDOC has a total inmate population of ~13,900 and ~6,500 admissions and ~6,500 departures every year. The new admissions are received at three intake centers across the state and assigned to a specific facility from there. All intakes are give a comprehensive medical, dental and mental health examination and are given a health care classification. All intrasystem transfers are screened by the transferring and receiving institutions.							
25										
26										
27										

Medical
Dental
Psychiatry

State/County Mental Hospitals

- State or county mental hospital
- Average daily inpatient census of at least 100
- Workload units per FTE psychiatrist of at least 300:1

Total workload units =

Average daily census + 2*inpatient admissions/year +
.5 * admissions to day care/outpatient services per year

State/County Mental Hospital Scoring

Group Number	Criteria	Degree of Shortage Points
1	No psychiatrist or ratio > 1,800:1	20
2	Ratio greater than 1,200:1 but less than or equal to 1,800:1	16
3	Ratio greater than 600:1 but less than or equal to 1,200:1	12
4	Ratio greater than 300:1 but less than or equal to 600:1	8

State/County Mental Hospital Processing in SDMS

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Facility Form

Facility Name *

Discipline *

Type *

Mental Health Hospital

Mental Health ▾

State/County Mental Hospital ▾

Start

Clear

State/County Mental Hospital Processing in SDMS

Facility Form | Mental Health Hospital - Mental Health - State/County Mental Hospital

1. General Information 2. Facility Criteria 3. Supporting Documents 4. Submit

General Information

Facility Name: * Mental Health Hospital

PCO Entered Facility Location

Address Line 1: * 480 Galletti Way

Address Line 2:

City: * Sparks

State: NV

Zip Code: * 89431

Geocoded Facility Location

*Geocoded Facility Location fields will be populated once the address is geocoded. In order to geocode the address, please select **Geocode**. Please note that the geocoding process may take a few moments.*

Geocode

Save and Continue

State/County Mental Hospital Processing in SDMS

Facility Form | test - Mental Health - State/County Mental Hospital -94623

1. General Information


2. Facility Criteria

3. Supporting Documents

4. Submit

State/County Mental Hospital Information

All the following fields must be entered before the Total Workload Units can be calculated.

Mean Daily Inpatient Census: * 

Inpatients

Number of Inpatient Admission/Year: * 

Admissions

Number of Admissions to Day Care and Outpatients Services/Year: *



Admissions

Total Workload Units :

N/A

Psychiatrists Search for State/County Mental Hospital

No Psychiatrists at this facility: ☐

Search for Psychiatrists to calculate FTE

[Search for Psychiatrists](#)

Total Number of Psychiatrist FTE :

N/A

Total Workload Units/Psychiatrist FTE Ratio :

N/A

Scores for State/County Mental Hospital

Facility Degree of Shortage :

N/A

Facility Score :

N/A

Psychiatrist Short :

N/A

State/County Mental Hospital Processing in SDMS

Provider Search

NPI
 Discipline: Mental Health
 Specialty: PSY: Psychiatrist

Last Name
 First Name
 County FIP
 CSD

Census Tract

Search Results

<input type="checkbox"/>	NPI	Discipline	Specialty	Last Name	First Name	FTE	Address	City
<input type="checkbox"/>	1003053307	MH	PSY	HAVILL	DIANA	0.9	[REDACTED]	[REDACTED]
<input type="checkbox"/>	1003164377	MH	PSY	OKOROAFOR	EJINE	0.15	[REDACTED]	[REDACTED]
<input type="checkbox"/>	1013053834	MH	PSY	NIELSEN	CHARLES	1	[REDACTED]	[REDACTED]
<input type="checkbox"/>	1013085257	MH	PSY	HYDER	MUHAMMED	0.58	[REDACTED]	[REDACTED]
<input type="checkbox"/>	1013335959	MH	PSY	CASTILLO	JASON	0.5	[REDACTED]	[REDACTED]
<input type="checkbox"/>	1033536289	MH	PSY	MCKINNEY	BRIAN	0.1	[REDACTED]	[REDACTED]
<input type="checkbox"/>	1033536289	MH	PSY	MCKINNEY	BRIAN	0.1	[REDACTED]	[REDACTED]
<input type="checkbox"/>	1043400195	MH	PSY	BHUSHAN	SURESH	0.8	[REDACTED]	[REDACTED]
<input type="checkbox"/>	1043552540	MH	PSY	FLORIANI	JONATHAN	0.5	[REDACTED]	[REDACTED]
<input type="checkbox"/>	1053472449	MH	PSY	FONTENELLE-GILMER	MICHELLE	0.75	[REDACTED]	[REDACTED]

Showing 1 to 10 of 150 entries

Information Requested from State/County Mental Hospitals in New York State

Provider information (by provider)

- Hours worked per week
- Hours worked per week on patient care
- Explanation of hours not worked in patient care (administration, teaching, etc.)
- Provider specialty
- Service obligations (NHSC, State J-1, HHS Exchange Visitor Program)

Inpatient services by unit or specialty

- Average daily census
- Number of patient days
- # of certified beds
- Annual admissions

Outpatient services by unit or specialty

- Average daily census
- Annual admissions
- Number of visits

Recommendations

- Review the Manual for Policies and Procedures sections regarding these HPSAs carefully before requesting any data. Know the minimum data required.
- Practice creating an application in SDMS to get an idea of the data you will need and how the system will process it
- Use face-to-face patient care for FTE. Remember that FTE for state mental hospitals includes inpatient care.
- If possible, meet with a facility representative in person to discuss the overall process. Emphasize the timeline, strictness of scoring process, and the role of the PCO.
- Complete an initial assessment before requesting all data
 - *Correctional Centers*: facility type, security level, average number of inmates, HPSA type and score
 - *State Mental Hospitals*: basic facility information and management, average daily inpatient census
- Check with your Project Officer on supporting documentation requirements for your facility HPSA applications before submitting your first application.

Questions

Contact us at:

- Scott Jones: scottjones@health.nv.gov
- Dianne Roberts: Dianne.Roberts@Illinois.gov
- Robert Martiniano: rmartiniano@albany.edu
Robert.Martiniano@health.ny.gov