

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Health Care Data/Statistical Reporting

**Policy Number:** 507.01.08

**Effective Date:** 1/20/2022

**Page Number:** 1 of 3

**Authority:**  
Commissioner

**Originating Division:**  
Health Services Division  
(Physical Health)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

The Office of Health Services will establish and monitor a system of data collection with respect to health care utilization in all Georgia Department of Corrections (GDC) facilities. This procedure is applicable to all facilities that house GDC offenders to include private and county prisons.

**II. Authority:**

A. Ga. Comp. R. & Regs.: 125-1-2-.05; and

B. ACA Standards: 5-ACI-6D-02-, 4-ALDF-7D-25, and 4-ALDF-7D-26;

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

A. Data collection and analysis is important for purposes of continuous quality improvement and for determining the effectiveness and efficiency of service delivery. For these reasons, access to both accurate and timely data is essential to health care delivery in GDC facilities.

1. All GDC facilities will collect and report:

a. Medical;

b. Mental health; and

c. Dental statistical data to the Office of Health Services as required.

2. The facilities indicators module on Captiva, under the Facilities Section-Medical Unit Login, will be used for reporting necessary:

a. Physical health;

b. Mental health; and

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Health Care Data/Statistical Reporting

**Policy Number:** 507.01.08

**Effective Date:** 1/20/2022

**Page Number:** 2 of 3

**Authority:**  
Commissioner

**Originating Division:**  
Health Services Division  
(Physical Health)

**Access Listing:**  
Level I: All Access

- c. Dental health statistical information;
3. All required data entry into the physical health, mental health and dental health modules on Captiva will be completed by the 15th of the month following the reporting period;
4. Blank entry fields will not be permitted;
5. Fields determined to be not applicable will be completed by entering a “0” into the field;
6. The responsible health authority will ensure that:
  - a. All data is entered on or before the 15<sup>th</sup> of the month by the designated medical personnel;
7. After the data entry deadline, the Responsible Health Authority will notify the GDC Office Health Services staff if any data entered is found in need of correction or amendment;
8. The Office of Health Services will make use of data collected for management purposes in the monitoring of the statewide services under the GDC/contract vendor model;
9. The data will also be analyzed and presented in periodic reports for management and planning purposes;
10. Each facility will maintain data that includes, but is not limited to, the following areas:
  - a. Pharmacy services;
  - b. Service Volume (e.g., the number of offenders receiving health services by category of care: medical, dental, mental health);

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Health Care Data/Statistical Reporting

**Policy Number:** 507.01.08

**Effective Date:** 1/20/2022

**Page Number:** 3 of 3

**Authority:**  
Commissioner

**Originating Division:**  
Health Services Division  
(Physical Health)

**Access Listing:**  
Level I: All Access

- c. Referrals to specialists;
- d. Offender deaths;
- e. Incidence of certain illnesses;
- f. Infectious disease monitoring (e.g. hepatitis, HIV, TB);
- g. Emergency services and hospital admissions provided;
- h. Access, timeliness of health services, and follow-up;
- i. Missed appointments;
- j. Grievance statistics;
- k. Health services utilization;
- l. Mental health utilization with particular attention to diagnoses, medication profiles, involuntary medication, restraints, on-call schedules, etc.;
- m. Staffing analysis including productivity.

11. Additionally, other cost or utilization management data will be maintained as required by the GDC/contract vendor Scope of Services.

**V. Attachments:** None.

**VI. Record Retention of Forms Relevant to this Policy:** None.