



Juvenile Justice Services (JJS) Policies & Procedures (P&P)

Title Health and Wellness Promotion and Disease Prevention

Category Facility Behavioral Health and Medical Services

Procedure # P.04.14

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1 Overview Statement

- 1.1 All clients are offered health services and education, access to wellness activities, and opportunities to participate in physical activities and recreation.
- 1.2 All clients are provided with nutritious diets and education to enhance health and accommodate medical and religious requirements.
- 1.3 Every JJS facility provides sufficient services and supplies to meet clients' personal hygiene needs.

2 Purpose

- 2.1 The purpose of this procedure is to ensure clients both in and out of public school have access to health education and wellness activities and receive instruction in self-care strategies and healthy lifestyle choices.

2.2 Classroom and individual instruction provide information on a variety of health and wellness topics.

2.3 Health education programs and wellness activities for clients are age-/gender-appropriate.

3 Family, School, and Community Involvement

3.1 Health education programs and wellness activities are provided by high school teachers and coaches, medical providers, facility employees, contractors, volunteers, and student interns.

3.2 Clients are encouraged to include members of their support systems in healthy lifestyle choices.

4 Health Education

Clients who receive high school credit for health education coursework demonstrate competency in the following Public Education Department (PED) standards:

- Comprehend concepts related to health promotion and disease prevention;
- Practice health-enhancing behaviors and reduce health risks;
- Analyze the influence of culture, media, technology, and other factors on health;
- Use interpersonal communication, goal-setting, and decision-making skills to enhance health; and
- Advocate for personal, family, peer, and community health.

5 Nutrition and Nutritional Education

5.1 Per CYFD contracts, all food service providers oblige USDA requirements and all contractors meet or exceed hiring and continuing education/training requirements per USDA standards.

5.2 Clients are served meals that are nutritionally adequate and properly prepared.

5.3 Menus are planned and food flavor, texture, temperature, appearance, and palatability are taken into consideration.

5.4 Regular, medical, and religious diets all meet Dietary Reference Intakes and are age-/gender-appropriate.

5.5 Medical diets (including Individual Healthcare Plans [IHPs] for clients enrolled in public schools) are prescribed by a qualified medical or dental professional. Prescriptions for medical diets are specific and complete, provided in writing to the contracted food service director, and resubmitted annually or more often as necessary.

5.6 Religious diets may be requested by a client's religious advisor or classification officer and are submitted to Medical for review. Religious diets are specific and complete, provided in writing to the contracted food service director, and resubmitted annually or more often as necessary.

5.7 The contracted food service director maintains written records of medical and religious diets.

5.8 Food service contractors who prepare regular, medical, and religious diets are trained in appropriate substitutions and portions.

- 5.9 A registered or licensed dietitian reviews regular, medical, and religious diets for nutritional adequacy at least every 6 months and whenever a substantial change in the menus is made. Review may take place through a documented on-site visit or by written consultation. In either case, written documentation of menu reviews includes the date, signature, and title of the consulting dietitian.
- 5.10 Clients are served at least 3 meals every 24 hours, at regular meal times with no more than 14 hours elapsing between meals. At least 2 hot meals are served each day; however, when clients travel, they may be served sack lunches.
- 5.11 The contracted food service director conducts annual surveys to determine client food preferences, documents responses, and submits the documentation to the registered dietician for consideration in the annual menu preparation.
- 5.12 If a client refuses a prescribed medical diet, follow-up nutritional counseling is provided.
- 5.13 Drinking fountain are located in the cafeteria, school, and all living units. In addition, students with a medical provider order are permitted to carry (approved) water bottles, filled with only water throughout the day. All water sources and containers will be maintained on a regular basis to ensure good hygiene standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets, and other methods for delivering drinking water.

6 Physical Activities

- 6.1 In each JJS facility, the recreation director ensures opportunities for physical, recreational, and leisure activities.
- 6.2 The recreation director establishes a schedule for physical activities that includes a minimum of 1 hour of large muscle exercise and 1 hour of alternative physical activity every day.
- 6.3 The recreation director also provides the living units with exercise equipment.
- 6.4 YCSs, in each unit, direct physical activities that include Plyometrics, calisthenics, organized team sports (football/basketball), stretching, and jogging.
- 6.5 A medical provider may exclude a client from participating in large muscle exercise and/or other physical activities. That exclusion is documented in the unit log and in the client's medical file.
- 6.6 A YCS may not exclude a client from participating in large muscle exercise; however, a YCS may exclude a client from participating in other physical activities. That exclusion is documented in the unit log and FACTS.

7 Physical Education

- 7.1 A high school teacher teaches physical education classes and a PED-licensed coach supervises all high school sports teams.

- 7.2 Clients who receive high school credit for PE coursework demonstrate competency in the following PED standards:
- Apply movement concepts and principles to the learning and development of motor skills;
 - Exhibit knowledge and ability to participate in a physically active lifestyle;
 - Achieve and maintain a health-enhancing level of physical fitness;
 - Demonstrate responsible personal and social behavior in physical activity settings;
 - Understand and respect differences among people in physical activity settings; and
 - Understand physical activity provides opportunities for enjoyment, challenge, self-expression, and social interaction.

8 Smoke and Tobacco Free Environment

- 8.1 JJS facilities are smoke and tobacco free. However, the Superintendent may make an exception based on a religious or spiritual tradition or activity.
- 8.2 JJS's prevention and abatement program of tobacco use for clients includes appropriate pharmaceutical support for withdrawal when medically indicated and written materials on prevention, abatement, and tobacco-related diseases.

9 Social and Emotional Well-Being

- 9.1 Upon arrival at the facility, all new and transferring clients receive a comprehensive behavioral health (BH) screening performed by a qualified BH clinician. Additionally, all clients receive a BH evaluation.
- 9.2 Clients are provided a BH treatment plan that outlines services to address their specific BH needs as necessary.
- 9.3 Employees and qualified BH clinicians provide diagnostic and other BH services at the facility according to the client's identified needs. (NMAC 8.14.4.12)

10 Health and Hygiene Services

- 10.1 All clients are regularly screened for their current health status and to ensure their immunizations are up to date, including hepatitis A, B, and C and HPV.
- 10.2 Clients' annual physical examinations include growth charts and calculations of Body Mass Index (BMI).
- 10.3 Facilities provide clients with personal hygiene supplies and services. At intake, each client is issued personal hygiene supplies and at all times has access to the following:
- soap,
 - shampoo,
 - toothpaste and toothbrush,
 - comb,
 - toilet paper,
 - deodorant, and
 - feminine hygiene products.

- 10.4 YCSs provide shaving equipment to clients. Shaving razors are secured in a storage cabinet. Prior to client use, YCSs inventory razors. During shaving periods, YCSs distribute and monitor all razors. After client use, YCSs retrieve, inventory, and return razors to the storage cabinet or dispose of used razors in the designated sharps container. YCSs document the distribution, use, return, and disposal, and of all razors on the sharps accountability log.
- 10.5 YCSs schedule daily showers and provide time for additional showers after strenuous exercise or work detail.
- 10.6 Hair care services are available for clients.
- 10.7 Clients are provided instruction in personal and dental hygiene, including laundry.

11 Employee Wellness

- 11.1 The state of New Mexico offers CYFD employees comprehensive health insurance and pays a portion of the employees' premiums.
- 11.2 The state of New Mexico provides an employee assistance program (EAP) aimed to improve the health and productivity of all CYFD employees.
- 11.3 The state of New Mexico contracts with a provider that offers CYFD employees health risk assessments, wellness screening, health coaching, seminars, and trainings.

12 Prohibitions

- 12.1 Food required and provided by JJS is not withheld, and menus are not adjusted as a disciplinary measure.
- 12.2 Large muscle exercise may not be restricted as a disciplinary measure. (It may be restricted if there are safety and security concerns.) Employees are prohibited from using exercise time as a reward or punishment.
- 12.3 For clients, smoking and tobacco are prohibited.
- 12.4 For employees, smoking, vaping, dipping, chewing tobacco and tobacco-like products, and using e-cigarettes are prohibited inside the building. Smoking outside occurs only in designated areas, and cigarette butts are extinguished and disposed of in designated receptacles.
- 12.5 During schedule school hours, clients do not have access to the vending machines, canteen, or any food brought in to the facility from outside sources.
- 12.6 Clients do not participate in fundraising activities during scheduled school hours.

13 Consequences of Noncompliance

An employee who fails to follow this Procedure may be subject to disciplinary action in accordance with the CYFD Code of Conduct.

14 Issue Date

April 1, 2019

15 Effective Date

May 1, 2019

16 Replaced Procedure

P.04.14 Health Promotion and Disease Prevention, issued 11/01/2018

17 Modified Procedure

P.20.21 Recreation Plan, issued 02/15/2010

18 Applicable Policies (Regulations)

NMAC 8.14.4.14 Facility Medical and Behavioral Health Services – Health Promotion and Disease Prevention

NMAC 6.12.6 Primary and Secondary Education, Public School Administration – Health and Safety, School District Wellness Policy

19 Authorizing Signatures



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Brian Blalock, Cabinet Secretary of Children, Youth and Families Department