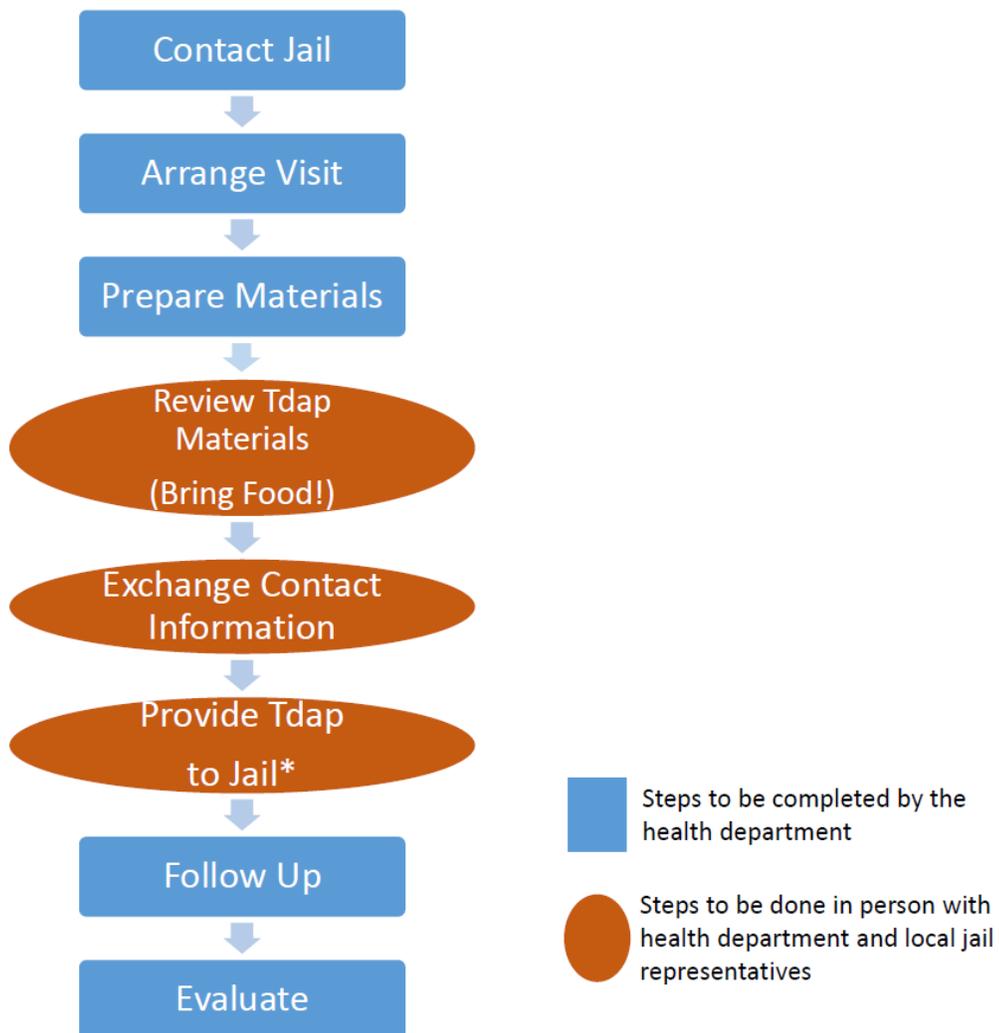


USER'S GUIDE FOR BUILDING RELATIONSHIPS WITHIN LOCAL JAILS

How the Health Department Can Use This Toolkit with the Local Jail: Overview



*For the purposes of this demonstration project, Tdap vaccines will be provided to you from the Georgia Department of Public Health. Emory will facilitate the acquisition of this vaccine for you to give to the jail staff. Your staff will not be responsible for administering vaccine to those detained in jail.

How the Health Department Can Use This Toolkit with the Local Jail: Details

This toolkit is a guide to aid in linking the gaps between the health department and the local jails. All presentations on the thumb drive that accompany this toolkit can be modified for other epidemics and all contact sheets can be changed in cases of staff changes. Both the “How to Navigate the Jail System” and the “Do You Know” Interagency Fact Sheets will also be on the thumb drive and can be edited if there are rules or contacts specific to your local jail that staff feels should be included on either sheet.

About The Fact Sheets

- The “How to Navigate the Jail System” Fact Sheet is for health department staff to have something to reference as they build a successful relationship with a local jail facility. It can also be used by health departments to contact relevant persons in jails.
- The “Do You Know” Interagency Fact Sheet is for jail staff to have posted in their medical facilities so every staff member knows who to call for specific situations. For example, if one of the nurses has a question about a specific vaccine, they could call the immunization coordinators or the emergency preparedness staff at the health departments

1. **Contact Jail:**

The first step in building a relationship for emergency preparedness in jails is to reach out to the jail(s). Explain to your contact in the local jail that you would like to work together in order to figure out the best methods to improve communication and partnership in case of a public health emergency. This conversation should be held with people who are responsible for delivering health care services to those detained within the jail.

*Particularly for vaccination of pregnant women who are detained:
This conversation should focus on vaccine delivery from the health department to the jail for this population.*

2. Arrange Visit:

Once the jail is on board, arrange a jail visit. The purpose of this jail visit is for the health department staff to present to jail staff about the importance of partnership and preparedness for public health emergencies. In the case of a public health emergency or outbreak, this meeting will be to discuss that particular problem at the time, as well as the role of staff members in both the health department and jail. Another integral part of this meeting is for the health department and jail staff to devise a plan in order to best give the vaccines to those detained in jail.

Particularly for vaccination of pregnant women who are detained: The purpose of this jail visit is for the health department staff to present to jail staff about the importance of vaccination, especially for pregnant women. The Tdap (Tetanus, diphtheria, and acellular pertussis) vaccine can be used as an example.

3. Prepare Materials

The health department should then prepare materials, such as an agenda, presentations, and handouts for the jail staff. Topics of these materials should fit current public health preparedness needs and emergencies.

Particularly for vaccination of pregnant women who are detained: Prepare the materials included in this iteration of the toolkit. Be sure to have sufficient copies of each document, thumb drives which include the documents, and be prepared to review the presentations.

4. Review Materials & Exchange Contact Information

At the jail visit meeting, the health department should take the following steps:

- a. Walk jail staff through presentations and handouts that will be provided to those detained. Also review and fill in information on the contact and fact sheets.
- b. Provide the jail staff with a packet of information and handouts specific to the health preparedness topic.
- c. Provide the jail staff with a thumb drive which includes presentations and documents.
- d. Emphasize the importance of keeping contact sheets available and accessible in both the health department and jail, as well as the importance of open communication on both ends of this partnership.

Particularly for vaccination of pregnant women who are detained:

- a. *Walk jail staff through the Pertussis and Zika presentations for those detained in jails, and provide them with any handouts that may be for those detained. Allow them to complete the Jail Contact Sheet and also give the, a completed Health Department Contact Sheet. Review the “Do You Know?” Interagency Fact Sheet and provide them with copies as well.*
- b. *At the end of these education dissemination meetings, the health department will have given the jail staff a packet of information. This packet includes:*
 - *a copy of the presentation (edits: insert local information on slide 10)*
 - *the “How to Navigate the Jail System” Fact Sheet*
 - *the Jail Contact Sheet (edits: jails should fill in contact information)*
 - *the Health Department Contact Sheet (edits: health departments should fill in contact information prior to meeting)*
 - *the “Do You Know?” Interagency Fact Sheet*
 - *and the “How to Navigate the Jail System” Fact Sheet*
- c. *The presentation can be given to the jail representatives either on paper or on a thumb drive.*
- d. *Health department representatives are responsible for keeping the Jail Contact Sheet in easily accessible areas in order to facilitate easy communication. The Health Department Contact Sheet should already be filled out by the Health Department and should list all necessary contact that the local jail would need in case of a public health preparedness emergency. That way, communication is open on both ends. The “Do You Know” Interagency Fact Sheet should also be filled out by both the health department staff and jail staff so jail personnel knows who to contact for specific emergencies. The jail staff will keep this sheet and have it in the necessary medical offices.*

5. Follow-up & Evaluate

Health departments and jail staff should create plans during these meetings to meet public health and emergency health needs. Determine roles and responsibilities for staff within each organization. The point person at the health department should follow-up with relevant staff members. Conduct an evaluation to determine how well this plan was

carried out and improvements which can be made in case of other public health emergencies. This first round of facilitation as well as the evaluation results will help develop and strengthen the relationship and the jail so that this already vulnerable population can be kept safe from future public health emergencies.

Particularly for vaccination of pregnant women who are detained: During the jail visit meeting, the health department and jail will create a plan for the health department to provide vaccines to the jail and for the jail to disseminate those vaccines to the necessary populations. While that process is happening at the jail, the point person at the health department should follow up to make sure that the vaccine facilitation plans are going well. After all the vaccines have been given to those detained, there should be an evaluation of the how the vaccine facilitation went and how to improve the plan in case of another public health preparedness emergency.