



Office of the Administrative Director of the Courts • Financial Services Department
Ke'ena o ke Po'o Lawelawe Hana o nā 'Aha Ho'okolokolo • Māhele Lawelawe Waiwai
THE JUDICIARY • STATE OF HAWAII | KA 'OIHANA HO'OKOLOKOLO • MOKU'ĀINA 'O HAWAII
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Date: September 24, 2026

To: All Interested Providers

From: Terri Gearon, Financial Services Director
The Judiciary, State of Hawaii

A handwritten signature in blue ink, appearing to be "T. Gearon", is written over the printed name of Terri Gearon.

Subject: Request for Information for Health & Human Services (103F, HRS) for Medical Services, First Circuit, The Judiciary, State of Hawaii'i RFI J28014

The Judiciary, State of Hawaii issues this Request for Information (RFI) pursuant to Chapter 103F, Hawaii Revised Statutes, to seek information and recommendations from interested providers for the planned purchase of Medical Services.

The purpose of this RFI is to gather information from interested service providers, stakeholders, and the public to assist the Judiciary, State of Hawaii in planning a future Request for Proposals (RFP) under Chapter 103F, Hawaii Revised Statutes, for the purchase of health and human services.

This RFI is issued for information and planning purposes only. It is not a solicitation, does not constitute a commitment by the Judiciary to issue an RFP or award a contract, and will not result in the selection of any provider. Responses to this RFI will be used to better understand current industry practices, available services, innovative approaches, and other information that may assist in developing the scope of services and procurement requirements for a future RFP.

Participation in this RFI is voluntary and is not a prerequisite for participation in any subsequent procurement.

Description of the goals of the service

The goal of this service is to provide juveniles being held at the Family Court, Detention Services Branch, Hale Ho'omalua Juvenile Detention Facility and the Home Maluhia, 24-hour youth shelter, with prompt trauma-informed medical assessments, treatment, and referral services to ensure their well-being. Services should also be reflective of the court's balanced and restorative justice philosophy and the juvenile justice reform effort with emphasis on best practices/evidence-based practices, collaboration and cultural competency.

Description of the target population to be served

Juveniles between the ages of 12 to 17.

Geographic coverage of service

Service areas include the following:

First Circuit Island of O‘ahu

General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation.**

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated its competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).

Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory task and responsibilities)

The Provider shall deliver and provide comprehensive, developmentally appropriate trauma-informed medical care; consultative and emergency medical services, and administrative support services to promote and protect the physical and mental well-being of the youths who are referred by the Family Court to the Detention Services Branch.

Physician services shall be conducted by a licensed, Board-Certified physician, supported by medical trainees, medical residents/fellows practicing under the Physician's direct supervision. Services shall be provided through three (3) clinics per week, with each clinic consisting of four (4) hours on-site services on different days.

In addition, the Provider shall maintain 24-hour availability for emergency and consultative services outside of the scheduled clinic hours.

I. Physician Services:

1. Physician Services shall perform, coordinate, and supervise the following types of services, but are not limited to:
 - a. Diagnosis and treatment of illnesses: Provide evaluation, diagnosis, and treatment of acute and chronic illnesses by providing quality and standard adolescent health care.
 - b. Conduct comprehensive medical intake evaluations for new admissions/re-admissions and discharge medical histories within required timeframes.
 - c. Screen for acute medical needs, chronic conditions, infectious diseases, mental health concerns, and substance use history.
 - d. Physical examinations for all new admits, follow-up visits, and chronic disease management and those child(ren) entering foster home, institutional placements, therapeutic, and treatment programs.
 - e. Collaborate with the external physician involved in the care of the detained youth, including medication administration and other necessary medical procedures as needed.
 - f. First aid care and initial management of injuries.
 - g. Perform simple and minor surgical procedures such as incision and drainage, ear irrigation, cryotherapy, and suture removal with scope practice and facility capabilities.

- h. Management and referral, if needed, of chronic medical conditions.
 - i. Other medical treatments or referrals to outside providers deemed necessary for the health, safety and welfare of the detained youth, referring youths to outside licensed specialists, as deemed to be appropriate.
 - j. Coordinate with the medical unit nursing staff, the care of the youth upon discharge to a program or to home.
 - k. Provide health education to youths with medical concerns or with a history of engaging in high-risk behavior.
2. Consultative and emergency medical services

Shall be available to provide:

- a. 24-hour Telephone Consultation is available to facility staff and the medical unit outside of on-site clinic hours.
- b. In emergencies, a consulting physician is accessible to guide staff in obtaining necessary medical care.
- c. Facilitate referral to an emergency room for an appropriate evaluation, treatment, and hospitalization when required.

3. Administrative Services

- a. Annual Review of Medical Protocols with nursing leadership and conduct early reviews when operational needs or clinical concerns warrant.
- b. Provide Quality Assurance review relating to the management of chronic medical conditions, vaccination compliance, medication administration, and routine health maintenance activities.
- c. In-Services Training for medical staff: Deliver in-service training to medical staff on adolescent health issues as educational needs are identified and as time permits.
- d. Complete specialized training modules required for continuing education applicable to the medical services provided to youth.
- e. Participate in individual case conferences upon request.

- f. Maintain communication with the psychiatrist at HHJDF and Home Maluhia psychiatrist and mental health service providers to ensure consistency in patient management protocols, treatment guidelines, and interdisciplinary care planning.
- g. At the request of Family Court officers, provide medical and other pertinent information regarding patients referred by the Facility.

Submit monthly and quarterly reports to the Judiciary detailing each youth's medical findings, progress, diagnostic tests, care provided, and report on items accomplished or in progress, and items identified as needs to observe and promote standards of medical care.

4. Nursing Services:

The provider will provide nursing services to youth at Hale Hoomalu and Home Maluhia. Nursing services shall be available to the Judiciary three-hundred sixty-five (365) days per year on an on call/as needed basis at Hale Ho'omalua Juvenile Detention Facility located at 287 Kamōkila Blvd., Kapolei, HI 96707 and Home Maluhia Youth shelter located at 902 Alder Street Honolulu, HI 96814, and will include the following types of services:

Each nurse shall comply with all provisions of the licensing laws under which they are licensed, with regulations promulgated there under, and each shall comply with all nursing policies and procedures adopted by Hale Ho'omalua and Home Maluhia, to protect the health and welfare of its youth. The American Nurses Association (ANA) publication Correctional Nursing: Scope & Standards of Practice 3rd edition guides the nursing practice at Hale Hoomalu and Home Maluhia. Policies and procedures are based on the Correctional Nursing standards, the Prison Rape Elimination Act (PREA) standards, Juvenile Detention Alternatives (JDAI) standards. The nurses shall attend orientation sessions to become acquainted with the correctional nursing policies as may be necessary for the performance of their duties. Nurses shall also participate in training on Trauma Informed Care, Motivational Interviewing, Cultural and Linguistic Competency, and Gender Responsive Care. In addition, each nurse must successfully complete the 3 hour online training course (with certificate) PREA 201 for Medical and Mental Health Practitioners.

Guidelines under which the nurses will be required to work are guidelines that are well-established department policy, physician's orders, memoranda, nursing protocols and policies and procedures of HHJDF and HM. Nurses will utilize the nursing process and their nursing judgment in providing care and selecting a course of action when any one of several could be appropriate, i.e. a youth's change in condition may warrant either

continual intensive observation, informing the APRN, calling a physician and/or initiating preplanned emergency treatment.

- a. Conduct a nursing admission health assessment to include, head to toe assessment with special emphasis on assessing for pediculosis, any signs of physical trauma or abuse and mental health status. Nurses will also conduct vision and hearing screening, a health interview to include medical, family, and substance use histories, vaccination status, review of systems, and assessment of any findings. Obtain full set of vital signs. Document all findings on appropriate forms.
- b. Obtain urine specimens for Sexually Transmitted Infections (STIS) and pregnancy testing. Obtain nasopharyngeal swab for COVID-19 testing and any other specimens that may be necessary for medical work up. Order all labs on appropriate laboratory form.
- c. Medication Administration - administer all prescribed medications to include, oral medications, injections, topical creams, eye ointments/drops, ear drops, nasal sprays, patches, suppositories, and inhalers. Administer emergency medications as ordered - epipens, asthma inhalers, glucagon and others. Create Medication Administration Record (MAR) for any youth who is taking medication. Assess for side effects, adverse reactions, and efficacy.
- d. Conduct sick call - once per shift, generally during med pass, youth are asked if they would like to see the nurse. Youth will let the nurse know if they are experiencing any health concerns. Nurse will use nursing protocols to administer any OTC medications that may be needed. Nurse can also bring youth concerns to the attention of the physician or call the youth to the clinic for a more thorough assessment. Document any OTC medications provided on appropriate form.
- e. Respond to youth who ask to see a nurse at any time. Nurse will respond to any request from youth to see the nurse. Youth do not have to disclose their reason for wanting to see the nurse. Once nurse responds to youth, nurse provides interventions to address the concern. Arrange for youth to see physician if needed or requested by youth. Youth do not need to disclose their reason for wanting to see the physician. Document all encounters with youth on the Nurse Progress notes form.
- f. Administer all treatments ordered by the physician directly or per nursing protocols ordered by the physician. Treatments may include medical showers, hand or foot soaks, wound care,

nutritional supplements, hot or cold packs, topical creams, medical isolation, etc. Create Treatment/Medication Record for any youth receiving treatments. Document all treatments provided.

- g. Prepare charts for physician visits (put in appropriate forms, write in demographic data, flag chart for MD visit).
- h. Assist physician and carry out any physician orders. Nurses assist with procedures, such as ear canal irrigation, incentive spirometry, and minor surgical procedures such as irrigation & drainage of wounds.
- j. Complete nurse's portion of Physical Exams for youth placement in foster homes, residential programs, etc. (urine dip, VS, PPD placement, COVID-19 testing).
- k. Observe and assess youths medical and mental health condition(s), recognize, identify and interpret serious situations and immediately decide proper action(s) i.e. call physician, call psychiatrist, alert behavioral health staff, start emergency measures, provide emergency medications as ordered. Advise physician or psychiatrist of any changes in the youths' mental health or physical health. Document observations and actions taken on nurse's progress note.
- l. Order medications and medical supplies as needed. Write Discharge Instructions on Discharge Summary if needed.
- m. Collaborate with other members of the healthcare staff (medical/mental health) for formulation of the total care plan for specific youth.
- n. Provide first aid for any youth or staff injured on facility grounds. Refer to physician if needed.
- o. Initiate Emergency Treatment for youth and staff when emergencies arise. Interventions may include CPR/AED/First Aid/Calling 911.

Written comments in response to the RFI shall be emailed to shirleen.r.cadiz@courts.hawaii.gov

The deadline for the receipt of comments is **12:00 p.m., HST, on Thursday, October 8, 2026.**

PLEASE NOTE:

- Participation in the RFI is optional and is not required to respond to any subsequent procurement action a purchasing agency may take. Neither the purchasing agency nor

interested parties responding have any obligation under the RFI.

- Neither the Judiciary nor any interested party responding to the RFI has any obligation under this process.
- The purchasing agency reserves the right to adopt or not adopt any recommendations presented in response to the RFI.
- This RFI does not commit the Judiciary to solicit or award a contract or to pay any costs incurred in the preparation of the information submitted. The Judiciary reserves the right to accept, reject, or utilize without obligation, any information submitted in response to this request.