

CENTRAL CARE POLICY CHANGE IN CONSUMER CONDITION

SUBJECT:	<u>CHANGE IN CONSUMER CONDITION</u>
ANNUAL REVIEW MONTH:	<u>June</u>
RESPONSIBLE FOR REVIEW:	<u>Director of Central Care</u>
LAST REVISION DATE:	<u>August 2010</u>

POLICY:

The home shall seek needed care and notify the representative or legal surrogate in case of an accident or sudden adverse condition.

REFERENCE: GA. Rules and Regulations, Chapter 290-5-35-.21; MHDDAD Policy 2.101

PROCEDURE:

- A. The staff will obtain needed care for the individual to ensure safety and well being.
- B. The staff will notify the representative, or legal guardian, Support Coordination and the Regional Director.
- C. Staff will notify Team Leader who in turn will notify the Service Director and Director of Central Care. An investigation will immediately be initiated of the incident or accident as appropriate.
- D. A report will be made to the representative or legal guardian, Support Coordination, Region Director, and CSH 's CEO.
- E. A copy of the report will be maintained in a central file with Central Care and Central State Hospital.
- F. If the consumer has been abused or exploited, a report will be sent to the Personal Care Home Program. The following items are to be included in the report:
 - Name and address of person making the report;
 - Name and address of the consumer or former consumer;
 - Name of personal care home;
 - Nature and extent of the abuse and exploitation;
 - Any other information that would be helpful to determine the causes.

Reports are sent to:
DHR/LTC/PCH Program
2 Peachtree St.
Room 31-447
Atlanta, Georgia 30303
FAX: (404) 657-3655

- G. The investigation report will be kept on file with the incident report in a confidential file in the Central Care office.

- H. Appropriate administrative action will be initiated based on the findings of the investigation.

APPROVED: _____ **TITLE:** Director of Central Care **DATE:** _____
George Harris, LCSW