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Emergency Notification Procedure

Date Implemented: 4/30/11

Date(s) Updated:

Regulation(s) supporting the need for this procedure: 6 CCR 1011-1 Chap 08 19.3

DESCRIPTION:

Innovations will ensure that families are notified in the case of an emergency. Emergencies include:

1) Medical Emergency
2) Hospitalization
3) Home Evacuations
4) Missing Persons
5) Incarceration
6) Allegation of M.A.N.E.
7) Death

PROCEDURE:

- When an incident occurs for a consumer that fits one of the seven categories above, the Site Supervisor or a designated staff-person will contact the family member who is most involved in the consumer's care.
    - If no family member is involved in the consumer's care, then no notification is necessary.
- The Site Supervisor will document the fact that they contacted the consumer's family member in the "Persons Notified" section of the Incident Report form.
- All Group Home Site Supervisors will be trained to implement this procedure as part of their orientation.