

Operational Policy

1. Resident who requires immediate medical care for acute illness or injury will be transferred to the nearest medical center. This transfer may be made without prior notification or consent of the family or legal representative. Medical information will be released with the proper form signed by the resident or legal guardian.
2. The facility will contact the family or appropriate setting for emergency medical or dental care not requiring hospitalization.
3. Residents will be temporarily detained against their will to protect them or others from harm. When a resident is temporarily detained, the resident's legal guardian/conservator or family, the Department, and local law enforcement will be notified. Detention will be accomplished by taking the resident to the emergency room of a local hospital or by calling local law enforcement.
4. A daily log will be maintained showing any significant change in a resident's physical or mental status and the facility's action or response. This log will be maintained in the facility for a minimum of twelve months.
5. All significant changes in physical or mental condition will be reported to the family, legal/conservator or should there be none, the department.
6. Residents will be transferred without prior notification only in an emergency. The family, legal representative, or the Department of Health and Welfare will be notified as soon as possible.
7. Physician's orders will be carried out within the scope of provided services in the area of minor injury of illness.
8. Should the death of a resident occur, the people will be notified:
 - a. 911 emergency
 - b. Attending physician
 - c. Family personal items and clothing will be returned to the family and an inventory will be kept.
9. Residents clothing and personal items must be clearly marked for identification with the first and last name and shall be reserved for his/her own personal use. (Family/Resident will assume responsibility.)
10. Providers will be made for the return of the resident's valuables and personal purchases at the time of his/her transfer or death.
11. Smoking is not permitted inside of the facility. Smoking assessment will be done by the facility.

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12. A member of the staff is available to help the residents 24 hours a day.
13. The facility is connected to city water and sewer service. Garbage service is provided by the city.
 - a. Electrical power control panel is found _____
 - b. The main water shut off is found _____
 - c. The sprinkler system controls are located _____
 - d. The gas shut off valve for the furnace is found _____
 - e. Fire alarm/smoke detection system and power main panel is located _____
 - f. Fire drills, equipment inspection and, routine maintenance will be done on routine schedule and documented as required.
14. All accident/incidents resulting in injury to a resident require that an incident report be filled out. The appropriate family member or representative will be informed of incidents involving a resident.
15. Any unusual happenings such as accidents, sudden illness, disease or unexpected mental change or absence will be reported to the resident's family or legal representative and or in the case of department clients, the regional department.
16. The family will be notified and responsible for arrangements for services not provided by the facility.
17. Any physician, nurse, employee of public or private health facility, or a state licensed or certified residential facility serving vulnerable adults, medical examiner, dentist, Ombudsman for the elderly. Osteopath, optometrist, chiropractor, podiatrist, social worker, police officer, pharmacist, physical therapist, or home care worker who has reasonable cause to believe that a vulnerable adult is being or has been abuse, neglected, or exploited, shall immediately report such information to the Idaho State Commission on aging or its area agencies on aging.
18. It is the facilities responsibility to report within four hours to the appropriate law enforcement agency when there is reasonable cause to believe that abuse, neglect, misappropriation of resident's property, or sexual assault has resulted in death or serious physical injury jeopardizing the life, health, or safety of a resident (refer to section 39-5310, Idaho code). Failure to report can result in negative action up to and including revocation of the facility's license.

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19. The facility / home will not allow self-medication. Unless an assessment is done by the facility nurse and approved by the physician. Orders must be signed by the physician.
20. Pets are not allowed to live or stay overnight in facility. Pets are allowed to visit for a short period of time.
21. Residents will be allowed to assist in cooking or any other chore they choose to participate in if no danger to them.
22. When inappropriate, Behavioral Management Program will be implemented to ensure:
 - a. Interventions are positives
 - b. Least restrictive or least aversive means of obtaining the desired result
 - c. Must be approved by an individual qualified in resident behavior management
23. When appropriate, a Habilitation Training Program and Policy will be implemented to:
 - a. Promote optional independence.
 - b. Maximize the development and independence potential of the resident
 - c. Ensure environment that is least restrictive.