



Oregon

Theodore R. Kulongoski, Governor

Department of Human Services
State Operated Community Program Office
4494 River Rd N., Keizer, OR 97303
PO Box 14680, Salem, OR 97309-0740
Phone: (503) 378-5952 Fax: (503) 378-5917

DATE: February 12, 2010

TO: Linda Fiegi, Nursing Supervisor
Glenn Nealy, Program Manager
Anne Augsburg, Program Manager
Faye Anderson, Program Manager
Peggy Prather, Program Manager
Pat Kettleon, QA Manager
Out Reach Nurses

FROM: Laura Traeger, Program Administrator

SUBJECT: Self-Assessments

Here is the updated schedule and areas to review. Please use the attached form to note any deficiencies and assure copies are distributed as noted.

Pat=Fire drills

- Inspections (backflow, extinguishers etc)
- Personnel records
- Training records (12 hr, ISP, Support documents, 911 training, emergency plan)

Nurses=MARS-TARS (blanks, no sticky notes, prn follow up etc)

- Drug disposal records
- Narcotic count records
- BM records
- Med cabinet inspections (expired drugs, discontinued drugs, etc)
- MD orders do they match the MARS and TARS
- Sedates (protocols in place, post sedate procedures in place etc)
- Nurse client relationship documentation and training in place

PM's=menus, diet orders

- Property records
- Financial records
- Emergency plans

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- RTR's
- ISP's
- Support documents
- Environmental issues
- Entry-exit-transfer documentation

This way people can do the reviews on their own schedule and get any follow-up needed to the SM, PM and myself.

Here are the dates the Program Managers will be doing the self-assessments. The nurses and Pat will be able to complete their sections some time within that same week or prior, which ever works?

Weirich	February 23, 2010
Hampden	March 30, 2010
Cade	March 2, 2010
Oak	March 19, 2010
Discovery	April 1, 2010
Madison	April 27, 2010
Willamina	April 29, 2010
James	May 25, 2010
Adell	June 18, 2010

Let me know what you think or if any additions or changes are needed.
Thanks.

cc: *Deanna Bathke, SOCP Director*
Brad Heath, Clinical Services Manager

Name of Person completing the review: _____

HOUSE	DATE OF ASSESSMENT	DEFICIENCY NOTED

c: *Site Managers*
 Program Managers
 Laura Traeger, Program Administrator
 Linda Fiegi, Nurse Manager