DHS

Seniors and People with

Disabilities

STATE-OPERATED COMMUNITY PROGRAMS 24-HOUR RESIDENTIAL POLICY AND PROCEDURES

EU

June 1, 2002 #5.006

SAFETY: Individual Summary Sheets

OAR 309-049-0105

POLICY:

This program will insure that current Individual Summary Sheets are maintained for each resident as a resource for staff and for emergency situations. The form will be referred to when there is a need for the information, i.e., emergency room, notifying family or others of a change, names and addresses of physicians, social security number or other identification numbers, admission date, etc. Each house vehicle will have a condensed summary sheet for each resident.

PROCEDURE:

- 1. A completed Individual Summary Sheet must be in place when the resident enters the program. Much of the information may be completed prior to entry; however, the remaining information must be completed on entry or an explanation must be noted as to when the information will be available. The Individual Summary Sheet must include:
 - a. The individual's name, previous address, date of entry into the program, date of birth, sex, marital status, religious preference, preferred hospital, AFS number where applicable, guardianship status; and
 - b. The name, address and telephone number of:
 - The individual's legal representative, family, advocate or other significant person;
 - (2) The individual's preferred physician, secondary physician and/or clinic;
 - (3) The individual's preferred dentist;
 - (4) The individual's day program, or employer, if any;
 - (5) The individual's case manager; and
 - (6) Other agency representatives providing services to the individual.
- 2. Copies of the completed summary sheets will be maintained in the individual's confidential file and in the Individual's Medical Notebook.
- 3. Information will be updated on all copies when changes occur.
- 4. The form will be reviewed every 6 months for accuracy.

Approved by:	Date:
Jon Cooper, Director	