

Who's On Call This Weekend

June 17-20, 2005

North:	South:
Medical:	Nurse:
Program Administrator:	

To contact a nurse (for those individuals with a Nurse-Client Relationship) after regular hours (M-F), call the Nurse Manager listed on-call for the upcoming weekend.

Staff call on-call Site Manager . . .

On-call Site Manager calls on-call Program Administrator

Deanna Bathke, SOCP Director (pager 503-589-3850) is notified by on-call Program Administrator (or Site Managers during "regular work hours") of any significant incidents:

1. emergency room/hospitalizations,
2. involvement or calls made to law enforcement/fire departments,
3. abuse and neglect allegations,
4. neighborhood or other community complaints,
5. accidents resulting in injury,
6. attempted suicides,
7. deaths,
8. AWOL,
9. all unexplained/suspicious injuries, and
10. any suspected illegal activities (eg. drugs, etc.).

Please create a link (and include) to Emergency Reporting Procedure and Checklist in the Event of Death

Emergency Reporting Procedure

	House → Site Mgr.	Site Mgr. → Prog. Adm.	Prog. Adm. → Director	Prog. Adm. → Service Coordinator/ Guardian	Prog. Adm. → OIT	SAIF/ OSHA
Abuse and neglect allegations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Accidents resulting in injury	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Attempted suicide	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
AWOL (outside Safety Plan specifications)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Death (individual or staff)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Policy #5.003	<input checked="" type="checkbox"/> (Staff)
Emergency Room or Hospitalization (individual or staff)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> (Staff) ▲
Emergency: • Restraint • Psych. Medication	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				
Involvement or calls to: • Law enforcement • Fire Dept.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>					
Neighborhood or other community complaints	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Staffing difficulty (e.g. needs authorization, advice, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Staffing difficulty (serious)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Unexplained/suspicious bruises or injury	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Vehicle accident	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Vehicle accident (serious)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

SAIF Immediate Response Team: 8 am-5 pm 1-800-285-8525; after hours 1-800-346-4544
 OSHA: 2 or more fatalities or 3 or more workers admitted to hospital report within 8 hours. Overnight hospitalization within 24 hours. 1-800-922-2689; or Oregon Emergency Response after hours 1-800-452-0311

Checklist in the Event of Death

In order to assure all procedures are covered in the event of a death in the home, the following checklist should be utilized:

- Call 911(if not in the hospital)
- Do not move the individual
- House staff to notify Site Manager/Program Administrator (or those on-call on weekends or holidays)
- Notify the Service Coordinator
- Program Administrator notify:
 - o SOCP Director
 - o If **not** a terminal illness or expected death call:
 - Office of Investigations & Training (OIT)
 - Dr. Tina Kitchin (503-945-5812) DHS physician next working day
- Complete an Incident Report and write in the individuals Progress Notes
- Notify family member (s) and/or guardian of individual (recommend that one person is designated to do this so the families don't get calls from multiple people)
- Notify funeral home specified in burial plan
- If there is no burial plan, the family may have a preference, the coroner may have an on-call funeral home to call or the Program Administrator will give directions about who to call. The police/medic may also be of assistance in contacting the coroner or funeral home.
- Place an obituary into newspaper (contact family/guardian for input and/or funeral home may also be of assistance)
- Plan a memorial service
- Contact Social Security to cancel incoming payments (include VA/RR if applicable in notification). If you receive checks (or have money direct deposited) it will need to be sent back to originator.
- If the individual does not have the money in their account to pay for burial expenses or the family is not paying, call Estate Administration Unit **before** making arrangements to pay for burial, cremation or other funeral services if the individual doesn't have a prepaid plan. They may have knowledge of insurance policies or recommendations.
 - o Contact information:
Department of Human Services
Office of Financial Services
Estate Administration Unit
PO Box 14021
Salem, OR 97309-5024
Phone: 503-947-9975 or 1-800-826-5675
- Check general "house" paperwork and remove individuals name and information from them (ie. Menu's, shift logs, etc.)

- Before closing checking/savings accounts (may need death certificates to do this)
 - Pay all bills
 - You must wait until all checks are back and the account (s) reconciled before closing
 - You must destroy all unused checks, withdraw slips, ATM cards, etc.
 - If there is any money remaining, check with the Program Administrator about how to disperse
 - You must complete all SOCP financial records showing distribution of funds and archive them
- Contact the family/guardian to see if there are any of the individual's possessions they want or see how they want them disposed of. If they have no preference, they can be taken care of as the Site Manager chooses. Be sure to document in the property record how all property was distributed/donated or discarded.
- All completed records will be stored at the Central Office in the locked archive storage area following procedures outlined in Policy

#2.009 (Records Retention and Archiving).