

<b>ALASKA PIONEER HOME</b>		<b>P&amp;P No: 09.04</b>
<b>Title: Notification</b>		<b>Approval: D. COTE</b>
<b>Key Words: Form, Report, Incident, Time Limit</b>		
<b>Team: Administration, Nursing</b>	<b>Effective Date: 8/1/12</b>	<b>Page: 1 of 3</b>

**PURPOSE**

To state when the Alaska Pioneer Homes (AKPH) notify agencies, per assisted living home regulations.

**POLICY**

When an incident occurs in a Pioneer Home, notification is completed on time according to State regulations for assisted living homes.

**DEFINITIONS**

**PROCEDURE**

- I. Notification of incidents in the Pioneer Homes
  - A. Forms used to report incidents
    - 1. Department of Health and Social Services (DHSS), Division of Health Care Services, Assisted living Certification and Licensing, Mandatory Incident /Notification Report
    - 2. Senior and Disability Services (SDS) Critical Incident Report, for Medicaid waiver recipients
    - 3. Adult Protective Services (APS) Report of Harm
    - 4. Quality Assurance Tool (QAT)
  - B. Mandatory report to Certification and Licensing (form #1)
    - 1. Sent to DHSS, to each affected resident/representative, and to the care coordinator.
    - 2. Faxed with progress notes to Certification and Licensing at fax# 269-3622.
    - 3. Fax within 24 hours or on the next business day for:
      - a. Allegation or suspicion of abuse, neglect, exploitation, misappropriation of resident's money or property.
      - b. Administrator, employee, volunteer, or person associated with the operation of the Home is charged with or convicted of an offense.
      - c. Home unable to correct a violation constituting an emergency.
      - d. Resident dies of other than a natural cause.

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- e. Physical restraint is used that is not approved by the DHSS.
  - f. Fire or other emergency affects the Home. A full detailed report is due in 5 days.
  - g. Aggressive behavior or biting by an animal, including information about contact with animal control.
4. Fax within 48 hours or 2 business days for:
    - a. Medical emergency, serious injury or accident, including information if hospitalized over 24 hours.
    - b. Resident involved in assaultive behavior that resulted in the need for medical treatment or police involvement.
    - c. Resident is absent from the Home for 24 hours or longer without prior notice to the Home.
  5. Fax within 72 hours or 3 business days for:
    - a. Involuntary termination of a service contract for medical reasons or transfer ordered by a physician.
  6. Fax within 5 business days for:
    - a. Physical restraint use.
  7. 14 days before:
    - a. Change in Home's mailing address.
  8. Not less than 30 days before:
    - a. Home changes location.
    - b. Rate increase.
    - c. Residential services contract is involuntarily terminated.
    - d. Service contract is amended to include required advance payment.
- C. SDS Critical Incident Report (form #2)
1. If a resident is a recipient of SDS Medicaid waiver services, this form is sent to SDS for an injury or incident requiring emergency medical care and/or hospitalization.
  2. Fax the form with progress notes within 72 hours to SDS fax# 269-3690.
- D. APS Report of Harm (form #3)
1. This form is sent within 24 hours for allegation of abuse or neglect of a resident.
  2. APS is also called at 1-800-478-9996 within 24 hours.
  3. If abuse or neglect is severe, notify the local police as soon as possible.
  4. The Home social worker leads the abuse investigation and reports the incident to APS.
- E. QAT (form #4)
1. This form is filled out for every incident except allegation of abuse or neglect.

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2. The first staff member to arrive at the scene fills out section I of the form.
3. The Home nurse reviews section I for accuracy and completes section II.
4. The Home nurse manager reviews sections I and II for accuracy and completes section III.
5. The nurse manager determines if the incident requires notification of other State agencies, and proceeds within required times.
6. The Home risk manager reviews the completed form.

F. Communication is important!

1. The Home administrator is continually updated about incidents and reports that occur in the Home.
2. The AKPH director, administrator, nurse manager, social worker, and risk manager are notified as soon as possible if a serious incident, such as a fracture or elopement, happens to a Home resident.

**HISTORY OF REVISIONS**

New: 3/27/12  
 Revised: 7/20/12  
 Reviewed:

**ATTACHMENTS**

Assisted Living Certification and Licensing Mandatory Incident/ Notification Report (see Attach to 06.01)

Senior and Disability Services (SDS) Critical Incident Report (see Attach to 06.01)

Adult Protective Services (APS) Report of Harm (see Attach to 06.01)

Quality Assurance Tool (QAT) (see Attach to 09.05)

**REFERENCES**

7 AAC 75.340, 7 AAC 10.1010, AS 47.32.200, AS 47.24.010.1