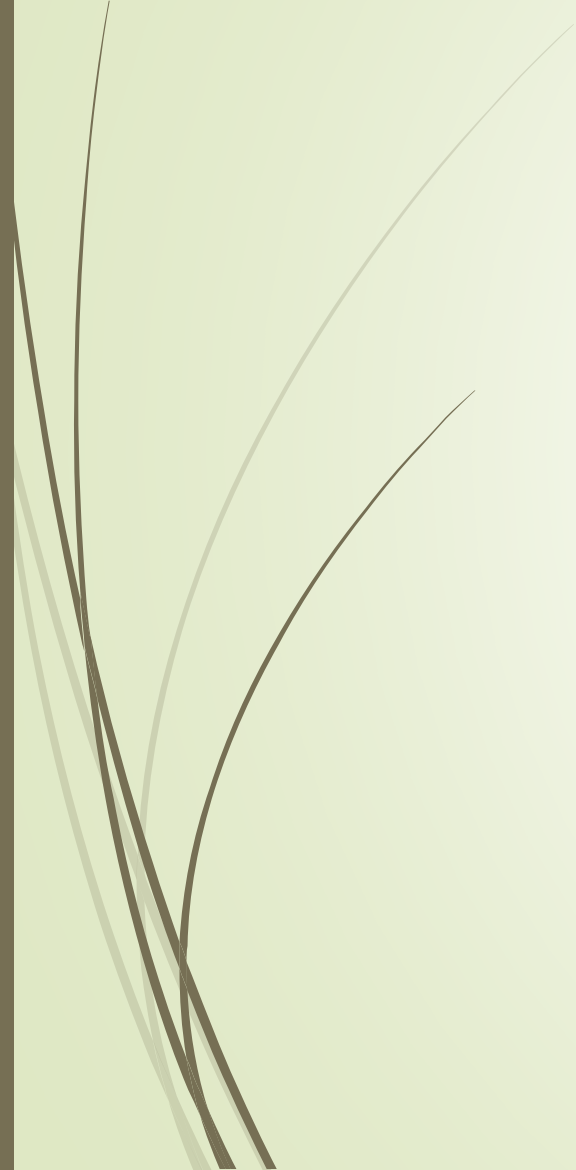


Disclaimer

This presentation may contain inappropriate jokes, comments, and/or observations. Mike would like to apologize in advance for any hurt feelings and remind folks that any disparaging remarks should be taken in jest and with the assumption of good intentions except those directed at Vivian Limas in which case he is totally serious.

Anything and everything you are about to hear is completely and totally Mike's opinion and has not been vetted or approved by Elaine, Jim, or Matthew. In fact most of what you are likely to hear is probably complete fabrication and/or being made up as Mike speaks.






CHALLENGE:

Facility Administration – Governing Body

Presented by Mike Cutchshaw



The focus of this Condition of Participation is responsibility.


The Governing Body is *responsible* for creating general policies and procedures for the facility staff, management and consultants to utilize.

The Governing Body is *responsible* to oversee the budget, staffing requirements, training, equipment, supplies and environment.

The Governing Body is *responsible* to set the requirements for the facility Administrator.

The facility must remain in compliance with all **LOCAL, STATE and FEDERAL** laws pertaining to health, safety and sanitation.

The facility must be **LICENSED** under applicable State and Local laws.



The focus of this Condition of Participation is responsibility.

The facility **must** take actions, which identifies and resolves systemic problems of a serious and recurrent nature.

This Condition of Participation is one of the most frequently cited in the United States.

Policies and Procedures

1. Facility 'Policies and Procedures' are current, reviewed and revised annually or as needed.
2. Abuse / Neglect Policies and Procedures reflect the following:
Identification – Protection - Investigation and Reporting

*Please be sure to review the **'REPORTING GUIDE'** for up to date required reporting requirements.*



Confidentiality - Client Records

- All records must be legible, dated and signed and confidentially maintained.
- Consents must be on file for the distribution of record/photographs/restraint usage.
- The facility must have a record keeping system that includes a separate record for each client.
- The facility must have a legend to explain any symbol or abbreviation used in the client record.


Services provided under agreement with outside sources (DAY PROGRAMS)

The facility **must** ensure the needs of each client are served by coordinated, integrated services, consistent with those services provided in the facility. The facility shall remain responsible for the standards of quality of programs provided by outside service providers.

- Contracts must be in place for all services provided by 'Outside Services Agencies' and the contract must be current.
- The contract must outline the following - *Responsibilities, Functions, Objectives* and other terms agreed to by both parties.
- The Individual Program Plans (IPPs) must assure the 'Outside Services' meet the needs of each client.
- Any restrictive techniques proposed for use by 'Outside Service Providers' are used *ONLY* when warranted and with required safeguards and approvals.

There must be evidence of *shared* communication, program planning and implementation of the program plan. The communication system between the facility and the outside service must be **adequate**.

The facility *takes actions* that identifies and resolves systemic problems of a serious and recurrent nature.



Responsibilities of the facility for coordination with Day Programs include:

1. Providing and/or delivery of clean client clothes and appropriate clothing as required.
2. Organizing / providing food and snacks, as appropriate, and ensure the outside service provider delivers foods to the client with adequate safeguards and supervision.
3. Reviews and discusses each client's Individual Program Plan goals and objectives. Reviews documentation of the client's progress, assure the client is paid a prevailing wage, as warranted, arrange transportation to and from the outside service provider and periodically visit and observe the services provided at the outside service agency.
4. The facility assures staff actively participates with the staff from the outside program in the assessment, development and implementation of the goals and objectives identified for each client.

KEY WORDS – Conditions of Participation


GOVERNING BODY (W 120) IS MET WHEN:

The facility maintains its responsibility for the provision of services: **BUDGET, CONTRACTS, STAFFING, TRAINING, EQUIPMENT, SUPPLIES and ENVIRONMENT.**

Policies and Procedures are current, in place and implemented; and there are no systematic problems of a recurrent nature identified.



THANK YOU.



To assist you, the following materials are available of your CD in the CAHF conference folder.

KEY DIFFERENCES IN ICF FACILITY TYPES

ADMISSION GUIDELINES FOR ICFS

SURVEY TYPES

THREE PRINCIPLES OF A SURVEY

KNOW THE SURVEY PROCESS

POLICIES AND PROCEDURES REQUIRED


A GUIDE TO PARENTS RIGHTS

SMOOTH MOVE – DISCHARGE AND TRANSFER GUIDE

EMPLOYEE FILE REQUIREMENTS

BOND REQUIREMENTS

A COMPREHENSIVE REPORTING GUIDE



Marginally entertaining and questionably funny stories about Mike as told by Mike and followed by Mike trying to explain why they have anything to do with ID/DD leadership.

The one about Charlie in a bar (or sticking to your core values and strengths).

The one about eating peanuts (or being careful about what you swallow).

The one about Brianne's wedding (or knowing the true cost).

The one about the mustache (or sometimes you got to go for it).

The one about the finger (or making sure people understand what you think they understand).