

ADMINISTRATIVE POLICY

Hospitalization

Policy No. 200.2.14

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- 1 Any time a person served is taken to the hospital the following procedure will be followed:
 - 1.1 For persons receiving services in a licensed program, a staff person will be responsible for taking the person to the hospital or calling 911 and meeting the person at the hospital. The staff person will stay with the person served until the person is either treated and released or admitted. In non-licensed programs such as Supported Living or Vocational Services, the staff person may directly take the person to the hospital, utilize emergency personnel and may coordinate with another provider or family member as needed. The staff person should be prepared to answer questions about the person who is taken to the hospital. The following should be available:
 - 1.1.1 History of presenting illness or injury
 - 1.1.2 Current medication(s)
 - 1.1.3 Current diagnosis
 - 1.1.4 Current treating physician(s)
 - 1.1.5 Insurance/Medi-Cal information
 - 1.1.6 Advanced directives, when appropriate
 - 1.2 Generally, it will be the responsibility of the staff person at a licensed program to transport or coordinate transport emergency services for the person to the hospital. Staff will only transport a person to the ER for non life threatening situations. In cases where an issue may be life threatening, only emergency services will be utilized. When emergency transport is utilized, staff should follow the emergency vehicle and remain with the person until it is determined if he/she will be admitted or sent home. If there is only one person working at a particular site when a medical issue that necessitates a person being taken to the hospital occurs, the supervisor should be notified if it occurs during business hours. If after hours, the on-call supervisor/manager should be notified. The on-call supervisor/manager may be involved with direct support if other staff are not available.
 - 1.3 If a person served is admitted to the hospital, during business hours, the staff person should notify his/her immediate manager/supervisor. If the hospital admission occurs during hours that the manager/supervisor is not working, the on-call supervisor should be notified.
 - 1.4 On occasion, OPTIONS may provide some supervision of persons when admitted to the hospital. This must first be approved by the CEO, Program Director or the back up on-call supervisor/manager prior to any

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such supervision being provided.

- 1.5 Any time a person is taken to the hospital, a special incident report will be completed. Depending on the outcome of the visit to the hospital, the proper agency will be contacted and forwarded a copy of the report. If a person is admitted to the hospital during business hours, the person's TCRC Service Coordinator will be notified. If after business hours, the TCRC on-call officer of the day will be notified.
- 1.6 If a person is legally conserved, the person's conservator will be notified by the supervisor or on-call supervisor/manager in charge. Family members of non-conserved person's will be notified at the request of the person served. If a person is unable to make such a request, family will be notified based upon the discretion of the back up On-Call Administrator and/or TCRC on-call officer of the day.

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