



Title: Policy and Procedure

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Section: 7 Risk Management

Date: June 1, 2018

Policy: HH7-2B.01 Client Safety Program

Replaces: January 31, 2017

Policy: To provide a written policy and procedures that established and implemented to address client safety in the home.

- A. Each client will receive a Home Safety Assessment (HSA) within 30 days of admission/readmission and annually.
  - a. The HSA is loaded into ClearCare Health System and Printed for Paper file as a back up
  - b. Any safety concerns are reported to the RN and the client Case Manager/Primary Physician if applicable by the Marketing Department
  
- B. Each client will receive Emergency Fire and Safety Training Annually
  - a. A Fire Drill will be conducted with caregiving staff present
  - b. A Utility Emergency Contact Sheet will be completed and posted in the home
    - i. Electric Company
    - ii. Water Company
    - iii. Gas Company
    - iv. Emergency Contact
  - c. The Client and Caregiver to include the instructor must sign the training packet.
    - i. The Marketing Department Staff member will document an activity note in ClearCare that the training was completed and tag the note "Training"

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel  
Reviewed by Executive Board and approved by the Board 6/1/18  
Reviewed by Compliance Officer and approved 6/1/18  
All previous versions are obsolete