

POLICIES AND PROCEDURES

In conformance with applicable Code of Maryland Regulations (10.22.02.10), check the appropriate box for each policy and procedure demonstrated in the attached policies and procedures document:

Policy and Procedure	Present			Modified since last OHCO survey
	Yes	No	N/A	
COMAR 10.22.02.10				
A(1): Each individual's health and safety needs, as identified in the IP, are being met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(2): Individuals' fundamental rights are ensured, in accordance with Health-General Article, §7-1002, Annotated Code of Maryland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(3): Services provided in a manner that promotes individual choice and the exercise of individual rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(4): Confidentiality for each individual as per Health-General Article, §7-1010, Annotated Code of Maryland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(5): Implementation of a grievance process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(6): Services are provided without discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(7): All incidents are reported and investigated in accordance with DDA's Policy on Reportable Incidents and Investigations (PORI, revised 10/1/2007)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(8): Medications administered in accordance with MATP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(9): Compliance with COMAR 10.27.11 (Nursing delegation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(10): Any individual whose behaviors require intervention receive the safeguards required by regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(11)(a): In order for an individual to be required to pay for property damage caused by his/her actions, the IP shows evidence that the individual has a history of destructive behaviors that have been documented in the behavior plan (BP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(11)(b): In order for an individual to be required to pay for property damage caused by his/her actions, the IP shows evidence that the individual has a BP that addresses the destructive behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(11)(c): In order for an individual to be required to pay for property damage caused by his/her actions, the IP shows evidence that the individual has the ability to pay for damages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(11)(d): In order for an individual to be required to pay for property damage caused by his/her actions, the IP shows evidence that the licensee's standing committee has reviewed and approved the damage payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(11)(e): In order for an individual to be required to pay for property damage caused by his/her actions, the IP shows evidence that the licensee has reported the approval to the Regional Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(12): Compliance with H-G Article §5-605, Annotated Code of Maryland: Surrogate Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(13): No financial or personal conflict of interest - members of governing body, staff, care providers, volunteers, standing committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(14): Fiscal affairs of Licensee conducted in accordance with generally accepted accounting practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(15)(a): Adequate protection for finances and property of individuals, including a system to ensure funds are used appropriately for the individual's needs and preferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(15)(b): Adequate protection for finances and property of individuals, including a system to keep personal funds separate from Licensee funds and the timely transfer of funds when an individual leaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(15)(c): Adequate protection for finances and property of individuals, including an individual's timely access to funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(15)(d): Adequate protection for finances and property of individuals, including an accounting of the individual's funds, on request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(15)(e): Adequate protection for finances and property of individuals, including accrual of interest, if interest bearing account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(16): State/Federal safety precautions, infection control and standard precautions implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(17): Disaster/emergency plans in place with adequate drills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(18): Individuals do not perform duties of paid staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A(19): Individual only performs household duties as shared by the household, as activity documented in IP, or remunerated as part of a training program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POLICIES AND PROCEDURES (Continued)				
B(1): Residential service providers operating ALUs and/or GHs develop an emergency plan for all types of emergencies that includes: procedures to be followed before, during and after for (a) through (g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B(2): Residential service providers operating ALUs and/or GHs develop an emergency plan for all types of emergencies that includes: notifications to families, staff, DDA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B(3): Residential service providers operating ALUs and/or GHs develop an emergency plan for all types of emergencies that includes: staff coverage, organization, and assignment of responsibilities including (a) through (c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B(4): Residential service providers operating ALUs and/or GHs develop an emergency plan for all types of emergencies that includes: continuity of operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B(5): Residential service providers operating ALUs and/or GHs develop an emergency plan for all types of emergencies that includes: procedures for back-up records (a) and (b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B(6): Residential service providers operating ALUs and/or GHs develop an emergency plan for all types of emergencies that includes: provisions to share plans with local emergency management organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B(7): Residential service providers operating ALUs and/or GHs develop an emergency plan for all types of emergencies that includes: executive summary of procedure provided to family member upon request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C: Ensure that all staff, care providers, consultants and volunteers are aware of policies and implement each policy as adopted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D: Provide sufficient information about the grievance process to individuals served, and/or their proponents, to enable individual to effectively use process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursing:				
Medication P&P: Obtaining orders and medications (MTTP 1:4-9; 2:2-7; 2:4-2; 2:4-7; 2:3-18; 2:3-26)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication P&P: Administration and storage (MTTP 1:1-18; 1:4-9; 2:2-7; 2:3; 2:3-26; 2:2-28; 2:4-2; 2:4-7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication P&P: Controlled drugs (MTTP 1:4-9; 2:1-9; 2:2-5; 2:2-7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication P&P: Errors (10.27.11; MTTP referenced 2:3-17; 2:4-10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication P&P: Determining ability to self-medicate (MTTP Chapter 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures re: Reporting/Communication of information (MTTP 1:2-7; 1:3-4; 1:3-7; 1:3-10 & 11; 1:4-9; 3:2-9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The RN Role (10.27.11; MTTP 6-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please explain all items checked "no" above, including the plan for bringing agency into compliance with DDA-required policy requirements:				