



# Residential Care and Assisted Living Newsletter

December 2012

**Congratulations to these Award Winning Facilities and Staff!**

**Silver Awards—Three or Fewer Non-Core Deficiencies**

- **Community Restorium — Bonners Ferry**

Administrator: Karlene Magee

- **Rosewind House — Garden City**

Administrator: Jacquie Varco

- **Annabelle House — Caldwell**

Administrator: Vicki McCuiston

- **Warren House — Burley**

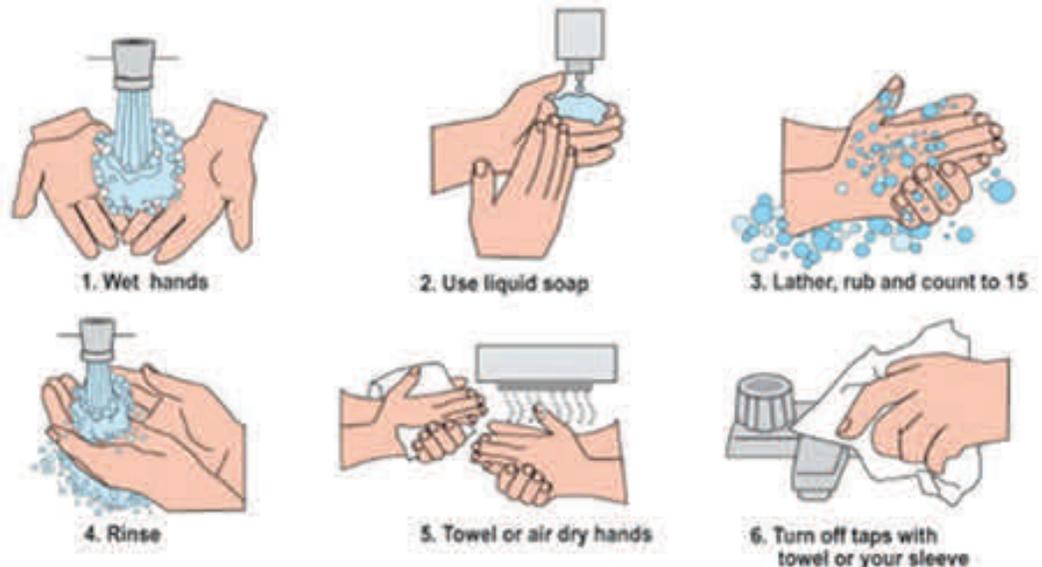
Administrator: Stacey Ramey

## Flu Season Reminder

Remember the flu can cause serious complications for those who are over the age of 65 or for those who have chronic illnesses such as: heart disease, diabetes or asthma. About 90 percent of the deaths related to the flu, are aged 65 years or older.

So it is very important to limit the spread of the flu virus and protect your residents and staff. This can be done by:

- ~ encouraging staff and residents to get their yearly flu vaccines to help limit their possibility of becoming ill with the flu.
- ~ encouraging staff, to stay home when they experience flu-like symptoms and a fever until after 24 hours without a fever.
- ~ putting proper infection controls into place to limit the spread of the flu virus between residents and staff:
  1. Encourage residents and staff to cough or sneeze into a tissue or into the crook of their arm to reduce the spreading of droplets from the nose and/or mouth.
  2. Encourage residents and staff to avoid touching their eyes, nose and mouth to reduce the spread of germs.
  3. Encourage staff and residents to wash their hands with warm water and soap frequently through out the day (see diagram below).



**Contact Information:**

- **Phone:**  
(208) 334-6626
- **Fax:**  
(208) 364-1888
- **Email:**  
[ALC@dhw.idaho.gov](mailto:ALC@dhw.idaho.gov)
- **Web Site:**  
[www.assistedliving.idaho.gov](http://www.assistedliving.idaho.gov)

Besides proper hand washing and implementing appropriate infection controls, consider implementing a preparedness plan in the event multiple caregivers become sick at one time. If this occurs, there may be a lack of caregivers to meet the needs of your residents. It is important to always have a back-up plan if multiple caregivers become sick and are unable to work whether it is related to a flu outbreak or another



## Holiday Safety

Consider the safety of your facility and your residents as you celebrate the holiday season.

Make sure to do the following:

- Use artificial trees, wreaths and garlands. Make sure that they have a label that reads that the product is “fire retardant”.
- Purchase strings of lights, that have been tested for safety standards and conform to those standards (should be included on their label).
- Examine the strings of lights to ensure they work properly. Make sure the light sockets are not loose and that the wires are not frayed or bare. If you have damaged strings, dispose of them immediately and do not use them.
- Do not use extension cords, make sure to use a surge protected outlet strips and place them into solid outlets.
- Turn off all lights on trees and other decorations when you are not able to check on them.
- Use only non-combustible or flame-resistant trimmings.

Avoid using any fresh cuts, i.e. no fresh trees, wreaths or garlands. Also, do not use open flames, like a candle. Only use candle warmers, i.e. Scentsy, to bring in the smells of the holidays. However, be careful to place these in hard to reach areas as the wax becomes liquid and can easily burn your residents.

With these safety measures in mind, have fun celebrating the wonders of the holiday season.



## Documentation

Avoid these common deficiencies and protect your facility by following the requirements for documentation in IDAPA 16.03.22 (Rules for Residential Care or Assisted Living facilities in Idaho):

330.01. Individual Resident Care Record. An individual resident care record must be maintained for each admission with all entries kept current, dated, and signed. All paper records must be recorded legibly in ink.

700.01. Entries must include date, time, name and title of the person making the entry. Staff must sign each entry made by him during his shift.

711.08. Care notes that are signed and dated by the person providing the care and services must include:

- When the Negotiated Service Agreement is not followed, such as resident refusal, and the facility’s response.
- Delegated nursing tasks, such as treatments, wound care, and assistance with medications.
- Unusual events such as incidents, reportable incidents, accidents, altercations and the facility’s response.
- Calls to the physician or authorized provider, reason for the call, and the outcome of the call.
- Notification of the licensed professional nurse of a change of the resident’s physical or mental condition.

Every facility has unique ways of documenting the care and services they provide. We have recently been seeing the facility caregivers documenting in “shift logs.” These logs document what, if anything out of the ordinary has taken place with the residents in the facility. Some of these items are required under the IDAPA rules to be documented. However, when these “shift logs” are shredded or not put into the resident care notes, the facility is unable to produce required documentation or demonstrate what actions were taken to care for the residents.

The facility is free to choose which format to use in documenting cares; however, be advised that if you are using these logs, they are considered a part of the resident record as the logs are documenting items that are required in rule to be documented by the person providing the cares and services. See the following rules:

159.01. Complete and Accurate Records. Each facility must develop written policies and procedures to assure complete, accurate, and authenticated records.

330.02. Resident Record Retention. Records must be preserved in a safe location protected from fire, theft, and water damage for a period of not less than three (3) years.

We recommend that your facility keep the documentation of what has happened and what the facility’s response was to show the effort and time you put into resolving any issues, incidents or events.



## Frequently Asked Questions Corner

Over the years, we have been developing our Frequently Asked Questions or what we call “FAQs,” which are available on our website. These questions help to interpret the assisted living rules, IDAPA 16.03.22. They contain a wide array of information and have grown to be quite extensive. We will be starting to focus on former FAQs for each newsletter as a reminder of interpretive guidance that has been presented in the past.

**Question:** Does rule 310.02 mean that PRN medications that are not used for more than 30 days must be thrown out?

**Answer:** No. PRN medication orders are valid for 15 months unless otherwise changed or discontinued. Regarding the accumulation rule, this only applies if the medication is expired or the med order has been discontinued. If there is a current PRN order, and the medications are not expired, then it does not matter when the last time the resident took the medication was.

**Rule:** IDAPA 16.03.22.310.02 states unused, discontinued, or outdated medications cannot accumulate at the facility for longer than thirty (30) days. The unused medication must be disposed of in a manner that assures it cannot be retrieved. The facility may enter into agreement with a pharmacy to return unused, unopened medications to the pharmacy for proper disposition and credit.

## Website Update

As Many of you know, we have been working hard to develop and add new information to our website.

One of the newest additions is our Assisted Living Nurses Reference Guide. This was developed for those of you practicing nursing in assisted livings to use as a reference when you run into questions or to help explain the role of the nurse in a RALF. It is located under the header “Regulatory Requirements & Guidance/ Nursing in Assisted Living” on our website. We hope this reference guide is useful. If you have questions about the reference guide, please do not hesitate to call us to get them answered.

A second recent addition is located under “Regulatory Requirements & Guidance/Guidance/Fire Drills & Documentation”. This form was developed after we noticed several facilities did not document their fire drills in accordance with the rules. Please refer to this document if you have questions about what is required to be documented and performed during a fire drill. We also recommend reviewing the FAQs regarding fire drills as they may help answer some of your questions. Use the find function (binoculars) to locate information within the FAQ document about a particular topic; i.e. “fire drills.”

