



POLICY/PROCEDURE: PARENT/GUARDIAN NOTIFICATION

I. PURPOSE:

The purpose of this policy is to delineate the responsibility and process to be followed by Allies Inc. in support of the mandate in the Stephen Komninos Act to provide a means of determining the level of notification parents/guardians wish to receive for major, moderates or minor injuries to their individual we serve.

II. POLICY:

Allies Inc. staff will fully comply with and support the mandate in the Stephen Komninos law that Allies Inc. Staff will make guardian/family notifications within two (2) hours, or in extraordinary circumstances only, within eight (8) hours. These are the time frames specified by the law. If the specified time frame is not met the staff will provide sufficient written notification why they did not meet the established time frame within fourteen (14) days.

III. PROCEDURE:

- **ONLY IN EXTRAORDINARY CIRCUMSTANCES** notifications may be made within 8 hours.
- If the notification took over 2 hours the provider **must** file a written, detailed justification report to DHS and the guardian/family member **within 14 days** as to why there was a delay and it was not reported in 2 hours.
- Major, moderate and minor injuries **MUST** be reported per DHS regulations.
- Initial notifications should be in person or by telephone and any follow up contact may be electronic.
- Staff must document all attempts to notify the guardian/family member to justify the time frame.
- Guardian/family members have a right to "opt out" or determine a level of notification, in a written format, for major, moderate or minor injuries.
- Allies admission policy includes a process for guardians/family members to "opt out."
- An individual in our care can say they do not want a family member(s) notified if the family member(s) is not a guardian.
- The DHS Unusual Incident Report Monitoring System (UIRMS) will track the time it took for notification, if it occurred within the 2 hour timeline, and to track if a justification was submitted within 14 days if notification was longer than 2 hours.
- DHS will share reports with providers for trends.
- This level of notification of injuries will be reviewed at annual ISP's so that the parent/guardian has an opportunity to change their designation.