
EVALUATOR MANUAL TRANSMITTAL SHEET

Distribution:

- All Child Care Evaluator Manual Holders
 All Residential Care Evaluator Manual Holders
 All Evaluator Manual Holders

<u>Transmittal No.</u> 08SFH-01
<u>Date Issued</u> September 2008

Subject:

Small Family Homes
 Health Related Services – Online training for cardiopulmonary resuscitation and first aid.

Reason for Change:

Add Section 83075(f)

Separate page 9 into two pages numbered 9 and 9.1

Filing Instructions:

REMOVE – Pages 9 and 11

INSERT – Pages 9, 9.1 and 11

Approved:

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9/8/08

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Date

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83070 CHILDREN'S RECORDS (Continued)**83070****(c) PROCEDURE**

Review the LIC 625, Identification and Emergency Information (LIC 601), Consent for Medical Treatment (LIC 627), and other child's records for compliance.

83072 PERSONAL RIGHTS**83072****(b)(1)(C) POLICY**

House rules can be established regarding visitation hours, sign in rules, visiting rooms, etc., but must apply to all visitors.

(b)(6) PROCEDURE

Review appropriate documentation for restrictions placed by court order or authorized representatives. Verbal agreements are not acceptable. Determine that a Personal Rights (LIC 613) has been completed appropriately.

(b)(6)(B) POLICY

The number of calls permitted the child should not be limited unless the licensee has documentation to verify excessive use by the child.

(b)(6)(C) POLICY

Licensees shall provide a telephone, on the premises, for client use. Pay telephones meet regulation subsection (6) if they are accessible. In order for pay telephones to be considered accessible, the facility must provide clients with appropriate change to make local calls. This means the licensee is required to pay for local calls.

PROCEDURE

See Regulations Interpretations and Procedures for General Licensing Requirements Section 80073.

83075 HEALTH RELATED SERVICES**83075**

(c)(1)

POLICY

This regulation does not prohibit licensee from simultaneously notifying child's authorized representative and taking appropriate action.

83075 HEALTH RELATED SERVICES (Continued)**83075**

1. All the documentation required by Regulations Interpretations and Procedures for General Licensing Requirements Sections 80075(c)(1) and (e).
2. The physician's signature and date.
3. Specific direction on how and when to take this medication in conjunction with other medications the child is taking.

If the child's medication(s) is being crushed, review the child's file for the following written documentation:

1. There is written consent from the child's authorized representative. This approval may be contained in the child's needs and services plan.
2. There is a written order from the child's treating physician to crush the prescription or over-the-counter medications. The order must include the following:
 - a. The dosage amount.
 - b. The timeframe for giving the medication, i.e., when and how often.
3. Documentation of the licensee's consultation with a pharmacist or treating physician, provided orally or in writing, that includes the following:
 - a. The name of the pharmacist/treating physician, the name of the business, and the date of the conversation.
 - b. The pharmacist's/physician's statement that the medication can be safely crushed without losing effectiveness.
 - c. Identification of foods and liquids that can be mixed with the medication.
 - d. Instructions for crushing and mixing the medication.

(f) POLICY

Online training for cardiopulmonary resuscitation (CPR) and first aid is permitted. Currently a hands-on practice component is not required; however, it is recommended that any online training that has a skills competency component, e.g. first aid and CPR, include a hands-on practice component. The hand-on practice component would increase the confidence level of the participant and consequently augment staff's ability to perform their job duties. The hands-on practice component should be provided and overseen by an on-site instructor and address skills appropriate to the children served.