

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Outcome Measurement

Chapter:
10 Children and Youth

Effective Date:
01/01/2009

Revision Date:

Policy Number:
10_105_012

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

The purpose of this policy is to provide guidelines for the accurate tracking and maintenance of Outcomes Measurements, as defined by the Office of Children Youth and Family Services

Definition(s):

1. Truancy Data Tracking – A centrally maintained data base identifying all incidents of client truancy during the school year. Information will contain the child's name, missed date of school and reason for absence. Truancy is defined as a combination of 3 unexcused absences within the school year
2. Post Discharge Follow Up Tracking – An inquiry by Keystone Community Resources Quality Improvement department to assess a youth's participation in educational or vocational programs at periods of 1 month, 4 months, and 9 months post discharge.
3. EPSDT Screening Data Tracking – A centrally maintained data system identifying whether all individuals in placement receive an appropriate EPSDT screening within 60 days of entering placement, unless the child has had a screening and the results of the screening are available, and whether the subsequent treatment indicated has been initiated/scheduled within 90 days upon entering placement.
4. Referral Data Tracking – A centrally maintained data base identifying all referrals received from county agencies. Information will contain the date of receipt of referral, the requesting county agency, the name, age and race of the child, presenting primary problem, and whether the child was accepted or rejected for admission to the program and the reason.
5. Discharge Data Tracking – A centrally maintained data base identifying all discharges from our residential programs. Information will contain the date of the discharge from the residential programs, the county and agency that placed the child, the name, age and race of the child, and the reason that the child was discharged from the residential program

(including the successful progress of original presenting problem, awol, negative discharge, etc.).

6. Law Enforcement Arrests Data Tracking - A centrally maintained data base identifying all arrests of clients by law enforcement agencies. Information will contain the date, county and agency that placed the child, the name, age and race of the child, and the reason for arrest by law enforcement agency.
7. Restraint Data Tracking – A centrally maintained data base identifying all restraints of children in the facility. Information will contain the date, the county and agency that placed the child, reason for the restraint, intervention attempted by staff prior to restraint, date and time the restraint occurred, type of restraint used, name of employee(s) who performed the restraint, duration of restraint, name of employee(s) who observed the child, and the result of restraint (i.e. injuries incurred by, hospitalizations, etc...).

Procedure:

1. The School Liaison will maintain a data base to track incidences of truancy by clients placed in the facility. This document will be forward to the Program Director for review every 3 months.
2. The Quality Improvement Department will contact all discharged clients/families at 1 month, 4 month and 9 months post discharge. The purpose of the contact is to identify if the youth is currently attending school and/or is employed full or part time. Findings from this inquiry will be documented and reviewed for quality improvement purposes. Combined results will be reviewed by QI department and Program Director with a response developed to address areas of need. *Case management will track all discharges and forward to the Administrative Assistant, who will send to Quality Improvement department on a monthly basis.*
3. The Medical Secretary will maintain a data base tracking dates of all client EPSDT physicals. The data will be forwarded to the Program Director and Director of Nursing every 3 months for review.
4. The Admissions Department will maintain a data base tracking all referrals to the agency. The data will be forwarded to the Program Director and Director of Admissions every 3 months for review.
5. The Case Management Department in conjunction with Program Administrative Assistant will maintain a data base tracking all program discharges. The data will be forwarded to the Program Director and QI Department every 3 months for review.
6. The Program Administrative Assistant will maintain a data base tracking all incidents of arrests of clients by law enforcement agencies. The data will be forwarded to the Program Director and QI Department every 3 months for review.
7. The Program Administrative Assistant will maintain a data base tracking all incidents of client restraint. The data will be forwarded to the Program Director and QI Department every month for review. The report will be reviewed for common trends or themes. Any identified concerns will require a response from the Program Director.

DISCUSSION: