

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
**Health Care Check-ups**

**Chapter:**

**Effective Date:**  
7/1/1992

**Revision Date:**  
11/25/2008

**Policy Number:**

**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. Part of your responsibility as a direct service provider is to actively observe residents for signs of possible health concerns and to teach them how to be more independent in their own care.
2. One way we do this is by conducting weekly health care check-ups. You will be taught how to do this using a Health Care Observation Checklist. In addition to using the checklist as a guide there are other important points to remember. These are:
  - Tell the person what you are doing and why every step along the way.
  - Provide Privacy
  - Respect the persons dignity
  - Report concerns promptly

## DISCUSSION: