



STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS



MEMORANDUM

OAAS-P-08-010

TO: All Direct Service Providers and Adult Day Health Care Providers serving OAAS Waiver Populations

FROM: Hugh Eley, Assistant Secretary
Office of Aging and Adult Services (OAAS)

SUBJECT: Mandatory Training on New OAAS Critical Incident Policy and Procedures

DATE: May 12, 2008

Effective July 1, 2008 a new OAAS Critical Incident Reporting policy will be implemented. This policy will include new Critical Incident Reporting categories and new reporting actions and timelines. These changes are significant and mandate the need for training of all Service Providers who serve Waiver participants.

All service provider agencies serving participants that are in an OAAS waiver program, the Elderly and Disabled Adult waiver and the Adult Day Health Care waiver, are required to send two staff to a mandatory OAAS Critical Incident Reporting training. Please note that the attendees will be responsible for training all current and new direct support staff within their agency by the implementation date of July 1, 2008. Training will be held in each region according to the attached schedule. Attendees must register for and attend the designated training in their assigned region.

Registration information, including the address for each training site, and the registration form are attached. **You must send the registration form for your agency to your OAAS regional office by close of business Friday, May 23, 2008.**

You may address questions regarding training/registration to your OAAS regional office. Thank you for your assistance and cooperation.

HE/jl