



State of Louisiana

Department of Health and Hospitals
Office of Aging and Adult Services

MEMORANDUM

OAAS-P-10-010

TO: Direct Service Providers Agencies of Elderly & Disabled Adult Waiver and Adult Day Health Care Waiver Services

FROM: Rick Henley
Division Director, Policy and Program Implementation
Office of Aging and Adult Services

DATE: June 23, 2010

SUBJECT: OAAS Working Draft July 1, 2008: Critical Incident Reporting Policies and Procedures to be revised effective July 1, 2010

Revisions have been made to the OAAS Critical Incident Reporting Policies and Procedures and the revised policy has been posted to the OAAS website. Please replace the previous working draft with the current policy effective July 1, 2010. All agency staff must be informed of the new policy. The two major changes to the new policy include a change to the period of time for submission of the initial critical incident report form and clarification of specific responsibilities related to the reporting of falls and their resolution. These changes are referenced in section: "VIII. Responsibilities: B. Direct service provider agency responsibilities". If you have any questions, please contact your regional OAAS office.

Additionally, please replace all of the following two documents with the revised numbered versions effective July 1, 2010 (also posted to the OAAS website):

OAAS Fall Assessment Form: (Submit with Initial CIRF)
OAAS Fall analysis & Action Form: Submit with Follow-up CIRF

cc: Medicaid Waiver Assistance and Compliance
Health Standards
OAAS State Office Staff
OAAS Regional Office Staff
DHH Legal