

Title 48
PUBLIC HEALTH —GENERAL

Part I. General Administration
Subpart 3. Licensing and Certification

Chapter 83. Supervised Independent Living

§8301. General Requirements

A. A provider shall allow designated representatives of DHHR in the performance of their mandated duties to inspect all aspects of a provider's functioning which impact on clients and to interview any staff member or client.

1. A provider shall make any information which the provider is required to have under the present requirements and any information reasonably related to assessment of compliance with these requirements available to DHHR.

B. The client placing provider shall report quarterly to the Division of Licensing and Certification, P. O. Box 3767, Baton Rouge, LA 70821, the following: the name, social security number, position and hours worked for a random one week period of all the staff employed by the client placing agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resource, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§8303. Governing Body

A. A provider shall have an identifiable governing body with responsibility for and authority over the policies and activities of the program.

1. A provider shall have documents identifying all members of the governing body; their addresses; their terms of membership; any officers of the governing body; and terms of office of any officers.

2. When the governing body of a provider is composed of more than one person, the governing body shall hold formal meetings at least twice a year.

3. When the governing body is composed of more than one person, a provider shall have written minutes of all formal meetings of the governing body and by-laws specifying frequency of meeting and quorum requirements.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§8305. Responsibilities of a Governing Body

- A. The governing body of a provider shall:
1. ensure the provider's compliance and conformity with the provider's charter;
 2. ensure the provider's continual compliance and conformity with all relevant federal, state, local and municipal laws and regulations;
 3. ensure that the provider is adequately funded and fiscally sound;
 4. review and approve the provider's annual budget;
 5. ensure the review and approval of an annual external audit;
 6. designate a person to act as chief administrator and delegate sufficient authority to this person to manage the provider
 7. formulate and annually review, in consultation with the chief administrator, written policies concerning the provider's philosophy, goal, current services, personnel practices, and fiscal management;
 8. annually evaluate the chief administrator's performance;
 9. have the authority to dismiss the chief administrator;
 10. meet with designated representatives of DHHR whenever required to do so;
 11. Inform designated representatives of DHHR prior to initiating any substantial changes in the services provided by the provider.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

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§8307. Accessibility of Executive

The chief administrator or a person authorized to act on behalf of the chief administrator shall be accessible to staff or designated representatives of DHHR at all times.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR 13:246 (April 1987).

§8309. Documentation of Authority to Operate

A private provider shall have documentation of its authority to operate under state law.

1. A corporation, partnership or association shall identify the names and addresses of its members and officers and shall, where applicable, have a charter, partnership agreement, constitution, articles of association or by-laws.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8311. Program Description

A provider shall have a written program description describing:

1. the overall philosophy of the provider;
2. the long-term and short-term goals of the provider;
3. the types of client's best served by the provider,
4. the services provided directly by the provider,
5. services available to the client from resources external to the provider;
6. a schedule for any fees for services;
7. the provider's approach to service planning .

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8313. Accounting

A. A provider shall establish a system of business management and staffing to assure maintenance of complete and accurate accounts, books and records.

B. A provider shall demonstrate fiscal accountability through regular recording of its finances and an annual external audit.

C. A provider shall not permit public funds to be paid, or committed to be paid, to any person to which any of the members of the governing body, administrative personnel, or members of the immediate families of members of the governing body or administrative personnel have any direct or indirect financial interest, or in which any of these persons serve as an officer or employee, unless the services or goods involved are provided at a competitive cost, or under terms favorable to the facility. The provider shall have a written disclosure of any financial transaction with the facility in which a member of the governing body, administrative personnel, or his/her immediate family is involved.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8315. Records

A. A provider shall ensure that all entries in records are legible, signed by the person making the entry and accompanied by the date on which the entry was made.

B. All records shall be maintained in an accessible, standardized order and format and shall be retained and disposed of in accordance with state laws.

C. A provider shall have sufficient space, facilities and supplies for providing effective recordkeeping services.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

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§8317. Confidentiality and Security of Files

A. A provider shall have written procedures for the maintenance and security of records specifying who shall supervise the maintenance of records, who shall have custody of records, and to whom records may be released. Records shall be the property of the provider and the provider, as custodian, shall secure records against loss, tampering or unauthorized use.

B. A provider shall maintain the confidentiality of all client's case records. Employees of the provider shall not disclose or knowingly permit the disclosure of any information concerning the client or his/her family, directly or indirectly, to any unauthorized person.

C. When the client is of majority age and noninterdicted, a provider shall obtain the client's written, informed permission prior to releasing any information from which the client or his/her family might be identified.

D. When the client is minor or is interdicted, a provider shall obtain written, informed consent from the legally responsible person prior to releasing any information from which the client might be identified.

E. A provider shall, upon request, make available information in the case record to the client, the legally responsible person or legal counsel of the client or legally responsible person. If, in the professional judgement of the administration of the provider, it is felt that information contained in the record would be damaging to a client, that information may be withheld from the client except under court order. Providers which have ongrounds educational programs shall comply with federal and state laws governing educational records.

F. A provider may use material from case records for teaching or research purposes development of the governing body's understanding and knowledge of the provider's services, or similar educational purposes, provided that names are deleted and other identifying information is disguised or deleted.

G. A provider shall not release a personnel file without the employee's permission except in accordance with state law.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8319. Administrative File

- A. A provider shall have an administrative file including:
1. documents identifying the governing body;
 2. list of members and officers of the governing body and their addresses and terms of membership, if applicable;
 3. by-laws of the governing body and minutes of formal meetings, if applicable;
 4. documentation of the provider's authority to operate under state law;
 5. organizational chart of the provider;
 6. all leases, contracts and purchase-of-service agreements to which the provider is a party;
 7. insurance policies;
 8. annual budgets and audit reports;
 9. master list of all social service providers used by the provider.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987)

§8321. Client's Case Record

- A provider shall have a written record for each client which shall include:
1. the name, sex, race, birthdate, and birthplace of the client; address of client's current place of employment, school or day provider;
 2. other identification data including court status;
 3. client's history including, where applicable, family data, educational background, employment record, prior medical history and prior placement history;
 4. the service agreement;
 5. written authorization signed by the client or, where appropriate the legally responsible person for emergency medical care;

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6. written authorization signed by the client or, where appropriate, the legally responsible person for managing the client's money, if appropriate;
7. a copy of the client's individual service plan and any modifications or updates of the service plan;
8. assessment of the client's independent living skills;
9. client's program plan and monthly progress reports;
10. the names, addresses and phone number of the client's physician and dentist.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8323. Accounting for Client's Money

A Provider shall only manage a client's money when such management is mandated by the client's service plan. In such instance, the provider shall maintain a complete record accounting for the client's money in the client's file.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8325. Medical Records

A. A provider shall make every effort to compile a complete past medical history on every client.

B. A provider shall maintain health records on a client including;

1. A description of any serious or life threatening medical condition of the client;
2. A description of any medical treatment or medication necessary for the treatment of any serious or life threatening medical condition, together with the provider's provisions for ensuring the client's access to such medication or treatment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8327. Personnel File

A provider shall have a personnel file for each employee with shall contain:

1. the application for employment and/or resume’;
2. reference letters from former employer(s) and personal references or phone notes on such references;
3. any required medical examinations;
4. evidence of applicable professional credentials/certifications;
5. periodic performance evaluations;
6. personnel actions, other appropriate materials, reports and notes relating to the individual’s employment with the provider;
7. employee’s starting and termination dates;
8. the staff member shall have reasonable access to his/her file and shall be allowed to add any written statement he/she wishes to make to the file at any time

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8329. Transportation

A provide shall ensure that any vehicle used by provider staff to transport clients is properly maintained, inspected and licensed according to state laws and carries a sufficient amount of current liability insurance.

1. Any staff member of the provider using a vehicle to transport clients shall be properly licensed to operate that vehicle according to state laws.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

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§8331. Staff Plan

A provider shall have a written plan for recruitment screening, orientation, on-going training, development, supervision and performance evaluation of staff members.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8333. Recruitment

A provider shall actively recruit and, whenever possible employ qualified people of both sexes representative of the racial groups served by the provider.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8335. Screening

A. A provider shall have at least three written personal or prior work references for each employee or telephone notes on such references.

B. A provider's screening procedures shall address the prospective employee's qualifications, ability, related experience, health, character, emotional stability and social skills as related to the appropriate job description.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8337. Orientation

A provider's orientation program shall provide at least 26 hours of training for all direct service workers within one week of the date of employment.

1. All new employees working directly with clients shall receive orientation training on the provider's emergency and safety procedures and on the requirements of state law and facility policy concerning client abuse. Such orientation training shall occur on or prior to the first day of employment and the worker's supervisor shall enter a note in the personnel file certifying that such training has occurred.

2. A new employee shall not be given sole responsibility for the implementation of a client's program plan.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8339. Training

A. A provider shall ensure that each direct service worker participates in at least 40 hours of training each year. Orientation training and activities related to routine supervision of the employee's tasks shall not be considered for the purposes of this requirement. Participation by experienced staff in providing training to others or in job related conferences may be considered.

B. A provider shall document that all employees receive training in the principles and practices of client care; the provider's administrative procedures and programmatic goals; and client right.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8341. Evaluation

A provider's performance evaluation procedures shall address the quality and nature of a direct service staff member's relationships with clients.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8343. Personnel Practices

A. A provider shall have written personnel policies and written job descriptions for each staff position.

B. A provider shall have an employee grievance procedure.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8345. Number and Qualifications of Staff

A. A provider shall employ a sufficient number of qualified staff and delegate sufficient authority to such staff to carry out the responsibilities the provider undertakes and to adequately perform the following:

1. administrative functions;
2. fiscal functions;
3. clerical functions;
4. direct client service functions
5. supervisory functions;
6. record keeping and reporting functions;
7. social service functions;
8. ancillary service functions.

B. A provider shall ensure that all staff members are properly supervised, certified and/or licensed as legally required.

C. A provider shall prohibit mistreatment or abuse of clients and shall require all employees to report any incidents of abuse or mistreatment according to state law.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8347. External Professional Services

A provider shall, as necessary, give assistance to clients in obtaining any required professional services not available from employees of the facility.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8349. Staff Communications

A. A provider shall establish procedures to assure adequate communication among staff to provide continuity of services to the client.

B. Any employee of a provider working directly with clients in care shall have access to information from clients' case records that is necessary for effective performance of the employee's assigned tasks.

C. A provider shall establish procedures which facilitate participation and feedback by staff members in policy-making planning and program development.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).

§8351. Physical Environment

A. A provider shall ensure that any living situation selected by the provider for the use of clients is:

1. accessible to and functional for the inhabitants(s) of the living space considering any handicapping condition or other disability of the inhabitant(s);
2. free from any hazard to the health or safety of the inhabitant(s);
3. properly equipped with useable facilities for sleeping, food storage and preparation, sanitation, bathing, personal hygiene and household cleaning;
4. in compliance with applicable health, safety, sanitation and zoning codes. The provider shall, on request, allow DHHR to inspect any living situation.

B. A provider shall ensure that any client placed in a living situation selected by the provider has;

1. 24 hour access to a telephone;
2. access to transportation;
3. access to any services mandated by the client's service program plan.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

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HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8353. Supervision and Support

A. A provider shall have a written plan for providing support and supervision to clients in supervised living situations. This plan shall ensure:

1. regular contact between provider personnel and the clients three times a week or as specified in the client's program plan;
2. provisions for emergency access by clients to an appropriate provider staff member on a 24 hour basis.

B. A provider shall, through routine visits by staff to the living situation, determine and documents that;

1. there is no reasonable cause for believing that the clients' mode of life or living situation presents any unacceptable risks to the client's health or safety;
2. the living situation is maintained in a clean and safe condition consonant with community standards in the area where the living situation is located;
3. the client is receiving any necessary medical care;
4. the current provider plan provides appropriate and sufficient services to the client.

C. If it is determined that a client cannot benefit from the provider, the provider shall make every effort to formulate an alternative plan for serving the client.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8355. Capacity

A. A provider shall ensure that no more than four clients are placed in an apartment, house or other single living situation.

B. A provider's arrangements for selecting clients and client groups for a specific living situation shall make allowance for the need of each client for reasonable privacy and shall not conflict with the program plan of any resident of the living situation or with the overall philosophy of the provider.

1. No clients shall be placed together in a living situation except by mutual agreement between clients.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8357. Location

A provider shall ensure that the location of supervised living situations does not tend to result in the identification of any particular neighborhood, residential area, apartment building or dwelling complex as having a high concentration of handicapped persons or persons with social service needs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8359. Emergency Procedures

A provider shall document that all clients are trained in emergency procedures within one week of admission. Such training shall include:

1. instruction in evacuation from the living situation;
2. instruction in contacting police, fire and other emergency services;
3. instruction in fire and accident prevention.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8361. Medical Care

A provider shall ensure that each client has been given a general medical examination by a physician within one year prior to admission.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

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HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8363. Grievance Procedure for Clients

A provider shall have a written grievance procedure for clients designed to allow clients to make complaints without fear of retaliation.

1. The provider shall make every effort to ensure that all clients are aware of and understand the grievance procedure.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8365. Admission Policies

A provider shall have a written description of admission policies and criteria which shall include the following information:

1. policies and procedures related to intake;
2. the age and sex of clients in care;
3. the needs, problems, situations or patterns best addressed by the provider;
4. preadmission skills and other criteria for participation in the program;
5. criteria for discharge;
6. any pre-service requirements on the client, the parents(s) tutor or curator, or DHHR;
7. the written description of admissions policies and criteria shall be provided to all placing agencies.

B. A provider shall not refuse admission to any client on the grounds of race, religion, or ethnic origin.

C. A provider shall not accept any client whose needs cannot be adequately met by the provider.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8367. Clarification of Expectations to client and Parent (s). Tutor or Guardian

The provider shall provide the client referred for placement and the legally responsible person, where appropriate, with an explanation of the criteria for successful participation in and completion of the program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8369. Service Agreement

A. The provider shall ensure that a written service agreement is completed prior to placement. A copy of the agreement, signed by all parties involved in its formulation, shall be kept in the client's record and a copy shall be available to DHHR, the client, and, where appropriate, the legally responsible person.

B. The service agreement shall include:

1. a delineation of the respective roles and responsibilities of the provider and where applicable, the referring agency;
2. specification of all services to be provided by the provide including the plan for contact between the client and provider staff;
3. the provider's expectations concerning the client;
4. specification of financial arrangements including any fees to be paid by the client;
5. the service agreement shall be signed by the client; where applicable, a representative of the referring agency; and a representative of the provider.

AUTHORITY NOTE: Promulgated in accordance with R S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

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§8371.Service Planning

A. A provider shall make every effort to ensure that service and program planning for each client is a comprehensive process involving appropriate provider staff; representatives of the referring agency; where appropriate, representative of the significantly involved agencies, the client; where appropriate, the legally responsible person; and any other person significantly involved in the client's life on an ongoing basis.

B. A provider shall, following acceptance of a client, conduct an assessment of the client's independent living skills including:

1. life safety skills including ability to access emergency services, basic safety practices and evacuation of the living units;
2. health care;
3. money management and budgeting;
4. self-administration of medication;
5. stated purpose and possible side-effects of medications prescribed for the client and other common prescription and non-prescription drugs;
6. telephone usage;
7. use of transportation;
8. social skills;
9. hygiene and personal appearance;
10. housekeeping
11. used of community resources

C. On the basis of the service plan and the independent living skills assessment, a provider shall, within one month of placement, formulate a brief written program plan for the client stressing training in needed skills and setting time-limited objectives for such training.

1. The program plan shall be reviewed at least every three months and shall be revised whenever necessary.
2. The provider shall compile a monthly report on the client's progress relative to the program plan.
3. The provider shall compile a quarterly written summary of the client's progress.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8373. Notification of referring Agency and Parent (s) Tutor or Curator

A. A provider shall immediately notify the referring agency and, where appropriate, the legally responsible person in the event of:

1. the death of the client;
2. a life threatening illness;
3. prolonged absence of a client from the living situation;
4. Any suspected abuse of the client by anyone;
5. the referring agency shall be notified within 24 hours of the provider's first knowledge of the occurrence.

B. A provider shall, whenever possible, notify the referring agency and the client's parent(s), tutor or curator as soon as possible or within five working days prior to:

1. planned discharge of client;
2. planned change of address of client;
3. any planned significant change in a client's life or program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (Aril 1987).

§8375. Discharge

When a client is discharged, a provider shall compile a complete written discharge summary immediately upon discharge, such summary to be include in the client's record. When the client is discharged to another agency, this summary must accompany the client. This summary shall include:

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1. a summary of services provided during involvement in the program;
2. a summary of growth and accomplishments during involvement;
3. the assessed needs which remain to be met and alternate service possibilities which might meet those needs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 28:380-451 and 28:1-2.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Office of the Secretary, Division of Licensing and Certification, LR.13:246 (April 1987).