§11-148-16 **RECORD**:

(b)(2)(C)(4) & (6) During residence, foster adult record includes medications administered as ordered by physicians.

Effective immediately, the certified caregiver shall take the following action to minimize the risk of medication errors:

- (a) When preparing the Medication Administration Record (MAR), the name of the medication, dosage, number to capsules/tablets or amount of liquid, number of times per day it is to be given, the specific time the medication is to be given and the route/method by which it is to be given shall be recorded.
- (b) When giving medications, the individual's MAR must be present.
- (c) Before giving a medication, the medication label and the physician's order shall be read and compared with the MAR (The physician's order, the MAR and the label must match).
- (d) Record the administration of the medication immediately on the individual's MAR.
- (e) The certified caregiver shall also follow best practice guidelines by adhering to the "six rights" of medication administration (RIGHT MEDICATION, RIGHT DOSE, RIGHT ROUTE/METHOD, RIGHT TIME, RIGHT PERSON, RIGHT DOCUMENTATION).
- (f) progress notes and physician's orders shall be reviewed prior leaving the physician's office to ensure accuracy and understanding. Never be afraid to ask questions, as it could save both the individual and the caregivers from serious consequence.
- (g) When a pharmacy is unable to dispense a medication due to absence of a prescription, the certified caregiver shall contact the prescribing physician or their office to obtain support.

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	 (h) An Adverse Event Report (AER) documenting each medication error shall be completed and submitted to the foster adult's assigned Case Manager. A copy of the AERs shall be submitted to the Certification Unit for verification by 3/25/20. (i) The certified caregiver shall be retrained on proper medication administration and documentation from the Registered Nurse providing Training & Consultation Services and delegating the nursing task of administering medications. Verification of such retraining shall be submitted to the Certification Unit by 3/25/20. 	
§11-148-22 EMERGENCIES: (a) Foster parent obtained an emergency protocol in the event of sudden illness or accident.	Effective immediately, the certified caregiver shall always have a current emergency protocol in place. The foster parent shall obtain a copy of the identified foster adult's current Individualized Service Plan (ISP) that includes the Risk & Safety and Emergency & Crisis planning sections by 3/25/20.	3/12/20
§11-148-28 RESIDENT'S ACCOUNTS: (d) Record contains a current inventory of possessions.	Effective immediately, the certified caregiver shall always keep a current inventory of the foster adult's possession. The certified caregiver shall inventory the identified foster adult's possessions by 3/25/20.	3/12/20

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§11-148-34 PERSONAL QUALIFICATIONS REQUIRED: (b)(4) Background information for foster parents and substitute caregivers does not contain a history of child abuse or neglect.	The certified caregiver shall submit to the Certification Unit Adult Protective Services (APS) and Child Abuse & Neglect (CAN) clearance for herself and her substitute caregivers by 3/25/20.	4/01/20