

APRIL 2009

FOCUSED REVIEW AREA

The focused area of review for April is to conduct the annual tornado drill, a quarterly fire drill, and to review referrals made to other agencies.

The annual tornado drill was conducted on March 25, 2009 during the statewide drill that was conducted. The drill was conducted at 11:05 am at the Newark office with three participants. The drill was conducted at noon in at the Lancaster offices with twelve participants. The drill was conducted at 12:30 pm in the Columbus office with seven participants. All procedures were followed; the doors to the agency buildings were not locked when staff left there areas, the reception staff were reminded to do this in the future.

Fire drills were not conducted during the month of April at any location. The Administrative Coordinator will work with other sites and in Lancaster to ensure compliance.

Referrals to other agencies are reviewed using the monthly summary forms that are completed by all agency clinical staff. The monthly summaries were reviewed May 2008- April 2009. One client was referred to New Horizons for medication services due to insurance coverage. One referral was made to Netcare due to a client's relocation outside of the agency's service area.

Dr. Smith made multiple referrals for medical follow-up due to client EKG and lab results, and reported sleep issues. There were four referrals to Columbus Sleep Consultants, one referral to each of the following doctors; Dr. Ott, Dr. Chase, Dr. Ryckman. One referral was made to each of the following facilities; Lancaster Sleep Diagnostic Center, Children's Hospital, and Kidney Specialist Inc.

Reception staff also reported making referrals to various agencies locally for clients who have private insurance who need a network provider.