

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

NUMBER: DA1093

NAME: DISSEMINATION OF INFORMATION RELATED TO INDIVIDUAL'S CHANGE IN CONDITION

INITIAL APPROVAL DATE: 03/24/2021 BY: Administrative Committee

(LAST) REVISION DATE: BY:

(LAST) REVIEW DATE: 03/20/2025 BY: Policy Committee

DISCONTINUED DATE: N/A REPLACED BY: N/A

I. PURPOSE

The purpose of this procedure is to ensure that staff appropriately disseminate specific information related to a change in an individual's condition.

II. APPLICATION

Populations: ALL

Programs: **Direct - ALL**
Contracted - ALL

III. PROCEDURE

When there has been a significant change in an individual's condition or medication regimen, primary staff should notify the treatment team immediately (within one business day). In the event that another treatment team member (that is not the primary staff) has information on any changes in an individual's condition, they should immediately (within one business day) inform the primary staff on file. If staff have questions on if a situation is significant, they should consult with their supervisor. Examples of significant changes would include, but are not limited to, pregnancy, new medical diagnoses, new or adjusted medications, referrals to medical specialists, or significant life changes that could impact treatment.

To ensure consistency, the following process should be followed:

1. Primary staff will email the appropriate treatment team providers of the change in condition and alert them to the flagged progress note in OASIS (ex: Dr, nurses, peers, therapist, CMA, etc.)
2. Primary staff should then document the change in condition in a Progress/Contact note and flag it.

IV. STANDARDS

V. ENFORCEMENT

All Supervisors and Officers will be expected and are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination from employment, professional discipline, or criminal prosecution in accordance with the provisions outlined in the Employee Conduct and Discipline Policy (Sanction Policy - BA044).