



RESIDENTIAL GROUP HOME SAFETY INSPECTIONS PROTOCOL

GUIDING PRINCIPLE

We are committed to a culture of recovery throughout our systems of care, in our interactions with one another, and with those persons and families who trust us with their care.

OVERVIEW

This protocol establishes the guidelines for safety inspections for the Department of Mental Health and Substance Abuse (DMHSA) residential group homes.

STANDARDS OF CARE

- DMHSA works to ensure all residential group homes are compliant with all applicable Guam and Federal regulations, including Occupational Safety and Health Administration (OSHA), The Joint Commission Standards (TJC), and American Disability Act (ADA) regulations.
- Safety inspections shall be conducted routinely to ensure that the Department is providing an adequately hazard free and sanitary environment for all its' consumer's residing in group homes.

DEFINITION

- **Residential Group Home:** In the context of this protocol refers to all homes operated and contracted by DMHSA.

PROTOCOL

Frequency:

- At least once every month, a safety inspection shall be conducted by the safety officer or his/her designee on all residential group homes.

Inspections:

- Safety inspections will normally be conducted during regular working hours.
 - Advanced notification of an inspection is generally prohibited by the OSHA Act except under specific circumstances.
- Prior to an inspection, the safety officer shall display his/her official credentials.
- The staff within the home shall be cordial and cooperative during the inspection process.

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Documenting:

- The Health and Safety Inspection Checklist (HSIC) that is aligned with TJC standards shall be used to document the safety inspections and recommended corrective action(s).

Reports:

- All safety inspection checklists/reports with a plan of action to correct “partially met” and “not met” standards (if necessary) shall be submitted to the DMHSA Director, the supervisor of each home, and the Director or his/her designee of each vendor home upon completion of the safety inspection.
- The safety officer shall maintain a copy of each report for a period of three (3) years.

Partially Met and Not Met Standards:

- Based on the safety inspection report and/or reports by other staff, the supervisor shall submit a work request to the appropriate personnel for all “partially met” and “not met” standards.
 - If the home is operated by DMHSA, the work request shall be submitted to DMHSA facility operations personnel.
 - Note, DMHSA facility operations personnel do not fill work requests for vendor homes (i.e. Guma Mami, Catholic Social Services, etc.).
- The safety officer shall conduct a follow-up on “partially met” or “not met” standards within fourteen (14) days of the initial monthly inspection.

Uncorrected Actions:

- If the supervisor/director of the vendor home received a report the previous month stating there were “partially met” and/or “not met” standards and no action was taken and/or no work request was submitted, the safety officer shall document this on the following month’s report.
 - It will be up to the DMHSA Director to inform the supervisor of the particular home and/or Director of the vendor home that they have a certain number of days to take corrective action on the “partially met” and “not met” standards or disciplinary action will be taken.

Reporting Safety Issues:

- If staff notices or is notified by a consumer, of an eminent danger or safety hazard that effect or has potential to effect the consumer’s well-being, the staff shall immediately notify their supervisor who will then notify safety officer.
 - The safety officer shall respond to all safety issues reported by supervisors.

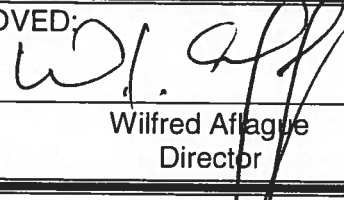
SUPERSEDES

- Residential Group Home Inspection and DMHSA Twenty-Four Hour Units; 2010

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FORMS

- DMHSA Joint Commission Environment of Care, Health and Safety Inspection Checklist (HSIC)

APPROVED: 	Date: <u>6/29/12</u>
_____ Wilfred Aflague Director	