



# GROUP HOME BULLETIN

DIVISION OF DEVELOPMENTAL DISABILITIES

PROGRAM MONITORING

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### Equal Opportunity Employer/Program

Under Titles VI and VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability.

The Department must make a reasonable accommodation to allow a person with a disability to take part in a program service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program of activity because of your disability, please let us know of your disability needs in advance if at all possible.

To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at (602) 542-0419 or 1-866-229-5553 (outside Maricopa County); TTY/TTD Services: 7-1-1.

## SUMMER SAFETY REMINDERS

### Use Common Sense & Caution!



Summer temperatures are back! Hot weather can be life-threatening. Use common sense and caution to prevent a tragedy! Many activities that were appropriate in cooler weather can have deadly consequences during the hot weather months. HEAT STROKE, HEAT EXHAUSTION, and MUSCLE CRAMPS can be serious and possibly life-threatening. These conditions can occur when a member spends more time in hot weather than their body can handle.

Below are a number of **SUMMER SAFETY REMINDERS** to keep in mind while caring for individuals served by the Division:



#### **Never leave people or animals in a vehicle – NOT EVEN FOR A SECOND!**

Temperatures inside a car can reach 130°F-150°F within the first 5 -15 minutes; even if the outside temperature is only in the 80's!



#### **Do a "head-count" when going to and returning from an activity.**

Make sure everyone is on-board before leaving any location.



#### **Make certain individuals are not outside for more than 15-20 minutes at a time.**

Use a timing device if necessary.



#### **Drink plenty of fluids to keep hydrated.**

Water is best! Avoid sweet drinks, caffeine, and alcohol. These further dehydrate the body.



#### **Keep an ample supply of water available in vehicles.**

Carry bottled water in all vehicles for yourself and your passengers. In rural areas it is especially important to carry an ample supply of water in case of a vehicle breakdown or other delays.



#### **Monitor individuals with fluid restrictions.**

Call their doctor to adjust the amount needed during hot weather.



#### **Monitor individuals taking blood pressure, behavioral, anti-depression, and allergy medicines.**

These medications decrease sweating and may compromise the body's cooling system.



#### **Wear appropriate clothing & avoid the midday sun.**

Loose-fitting, light colors, light fabrics, long sleeves, and a hat are the most appropriate. Schedule outdoor activities before 10am. Be aware that 1:00pm in the summer is not the right time take a walk.



#### **Pre-Trip and Post-Trip Checklists.**

Many of the above reminders should be included in PRE-TRIP and POST-TRIP CHECKLISTS. Best Practice ensures having such checklists available to make certain the vehicle is safe, well maintained, and the air conditioning is functioning properly.

Always make certain staff never leave occupants alone in the vehicle, not even for a minute! Prior to transporting an individual home, make certain there is access to the home and someone is available to meet them. Ensure that increased attention and supervision are provided for individuals in and around vehicles, especially in busy areas, during schedule changes, and during periods of crisis or holidays. When returning from a trip, make certain everyone has left the vehicle, doors and windows are closed/locked, and the parking break is set. **LOOK BEFORE YOU LOCK!** Again, make certain everyone and their personal belongings are removed from the vehicle prior to locking it.



## PRESSURE SORES

### Bed Sores, Decubitus, Ulcers, Pressure Ulcers

—Cecelia Anderson  
HEALTH CARE SERVICES ADMINISTRATOR

Pressure sores are areas of open skin. They are caused by staying in one position for too long. These sores most often form where there are bones close to the skin. The most common areas are on the ankles, back, buttocks, elbows, heels and hips. An individual who is elderly, or must stay in bed for a long time, or is in a wheelchair, wears braces, or cannot change positions on their own, could get a pressure sore. Individuals with chronic diseases, poor diet and fluid intake, infections, injuries, and poor blood flow to a body area may get a pressure sore.

One can prevent the sores by keeping the skin clean and dry, applying lotion to dry skin, and not rubbing the skin when bathing, drying or putting on lotion. If confined to a bed, move the individual every two hours from their right side, to their back, to their left side. If an individual is in a wheelchair, change their position every 30 minutes. Do not drag or pull the individual when changing their position; this can cause skin tears. Check the skin of an individual who is at risk for getting a pressure sore every day.

Pressure sores can start quickly and are often hard to heal. Pressure sores have many treatments, depending on the seriousness of the sore. Advanced sores heal slowly, so prevention and early treatment are the best. Call the individual's doctor right away if you are worried that he or she has a pressure sore.

## FINGERPRINT CLEARANCE CARDS

### DPS Website Offers Current Card Status Verification

The Arizona Department of Public Safety (DPS) has a link within their website <http://www.azdps.gov/> that allows anyone to check on the current status of an individual's Level One Fingerprint Clearance Application or Card. I have provided the link so you can all test this site to see how it works. This site is an excellent new employment tool for applicants having a current fingerprint clearance card and to verify its status.

[http://webapps.azdps.gov/public\\_inq\\_acct/acct/ShowClearanceCardStatus.action](http://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action)

### DIVISION OF DEVELOPMENTAL DISABILITIES FRAUD HOTLINE

Fraud by a provider, employee or consumer means the intentional deception or misrepresentation made by a person with the knowledge that the deception could result in an unauthorized benefit to the individual or another person. It includes any act that constitutes fraud under applicable Federal or State law. ARS§§13-1802; 13-2003; 13-2310; 13-2311; 36-2918 [www.azleg.gov]



**TO REPORT SUSPECTED FRAUD CALL  
DES/DDD FRAUD HOTLINE: 1-877-822-5799  
TOLL FREE**

The GROUP HOME BULLETIN is a quarterly publication of the  
ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Division of Developmental Disabilities  
Program Monitoring Unit.

PLEASE SEND FEEDBACK & COMMENTS TO:  
[dddmonitoring@azdes.gov](mailto:dddmonitoring@azdes.gov)

## STANDING-TO-SEATED FLOOR RESTRAINT

### Technique Prohibited Effective July 1, 2013

In October 2012, the Division announced its intent to eliminate use of the "Standing to Seated Basket-weave Restraint". The Division instructed service providers request additional support in developing acceptable alternatives if necessary, and to work with Individual Support Plan (ISP) teams to design appropriate alternate supports for individuals for whom this restraint is used.



**Effective July 1, 2013, "Standing to Seated (Basket-weave) Restraints" are not to be used under any circumstances. Please ensure that all staff receive this notification.**

The "Standing to Seated Basket-weave Restraint" is where an individual, who is standing, is placed into a seated position on the floor or ground with their arms crossed in front of them and held by staff, with staff applying pressure from behind to fold the individual forward. As noted, this prohibition does not apply to the "Standing Basket-weave" (Standing Restraint-Option 1) or "Basket-weave Modification" (Standing Restraint-Option 2) techniques.

Similar to prohibition of the prone/supine restraint implemented in the late nineties, the Division reviewed the use of the "Standing to Seated (Basket-weave) Restraint" technique across the nation and the state. The Division is strictly prohibiting its use because:

- It is philosophically incompatible with the mission and values of the Division.
- There is a strong potential for serious injury, including asphyxiation, to the individual.

During May and June, Division staff is working with service providers and ISP teams to provide requested support and technical assistance to eliminate use of this restraint. Service providers may request technical assistance; however, the restraint will be prohibited effective July 1, 2013.

Division staff will track and monitor any incidents involving the use of prohibited restraints. Use of prohibited restraints after July 1, 2013 will require corrective action on the part of each service provider, and may result in contract action; which may include a *Letter of Concern*, *Notice to Cure*, *Demand for Assurance*, and/or contract termination.

## HEALTH / SAFETY INFORMATION FACT SHEETS AVAILABLE

### Series Intended for Licensed/Certified Settings

During the past two (2) years the Division has been compiling a series of HEALTH and SAFETY INFORMATION FACT SHEETS which have been distributed to licensed residential and day program settings throughout the State of Arizona. Fact Sheets are available upon request and posted on the Division's website:

<https://www.azdes.gov/main.aspx?menu=96&id=2668>  
"News & Events"

### HEALTH INFORMATION FACT SHEETS

- |                       |                                |
|-----------------------|--------------------------------|
| #1 - Dehydration      | #7 - Dental Emergencies        |
| #2 - Seizure Disorder | #8 - Heat-Related Illnesses    |
| #3 - Aspiration       | #9 - Urinary Tract Infections  |
| #4 - Constipation     | #10 - Pneumonia                |
| #5 - Asphyxiation     | #11 - Scabies                  |
| #6 - MRSA             | #12 - Pressure Ulcers/Bedsores |

### SAFETY INFORMATION FACT SHEETS

- |                                |
|--------------------------------|
| #1 - Wheelchairs               |
| #2 - Medication Administration |
| #3 - Hand Washing              |
| #4 - Transfer / Lift Safety    |

**IN THE EVENT OF ANY EMERGENCIES INVOLVING INDIVIDUALS SERVED BY THE DIVISION, CALL 9-1-1 IMMEDIATELY!**