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|  SOCIAL SERVICE POLICIES  | NO. 256 |
| The facility will assess each person served within 14 days of admission to identify the social / emotional and rehabilitation needs of each person served to the extent possible by the Social Service Director and / or the assigned Social Worker / case manager, who is delegated the authority to ensure provision of care.The Social Services Department provides assistance with social and emotional adjustments to the facility environment through counseling and activities of daily living; also to assist the person served to identify his problems, formulate plans to overcome them, support him / her in his efforts to carry them out and assist him to utilize the resources in the community best adapted to meet his needs. Ultimately, Social Services is responsible for coordination of the programs of the person served so they will achieve their desired outcomes.It is vital that the Social Worker / Case Manager / Transdisciplinary Therapist facilitates the involvement of the persons served, their family /support system, and other interested stakeholders as active members of the team throughout the rehabilitation process.The following procedure is used in the referral process and institution of the social care:On Admission: Emotional and social factors are considered in relation to medical nursing requirements as part of the process of evaluating a patient's need. An evaluation is for mutated and recorded by the social service director and / or assigned Social worker. This individual is responsible to facilitate an appropriate orientation process for each person served.During treatment and care: Social and emotional factors are considered in relation to the person served's disability, to his response to treatment and to his adjustment to care in the facility. Services, including advocacy training, family education, counseling, family/spouse interactions, assistive technology and reasonable accommodations are considered when developing a plan of care. Casework services are utilized to assist in resolving problems in these areas. The social worker / Case manager interacts with the interdisciplinary team, family, persons served and other stakeholders and maintains ongoing communication with both internal and external sources, as necessary.Planning for Discharge: Knowledge of a patient's home situation, financial resources, community resources and pertinent information related to his medical and social requirements are used in making decisions regarding his discharge, when applicable, by the social service director and / or his designee. |
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|  SOCIAL SERVICE POLICIES, continued  | NO. 256 |
| RECORDS:Records containing pertinent social data, and information about personal or family problems related to each person served's illness and care, and of actions taken to meet social needs are maintained for each person served. These records are available to attending physicians, appropriate members of the nursing staff and other key personnel who are directly involved inpatient care.Signed Assessments are entered in the clinical record of each person served. These assessments are completed by the Social Service Director and / or her designee.INSERVICES EDUCATION:Social Services personnel participate in the inservice training program, clinical staff conferences, and conferences with medical staff. Nursing service personnel are thereby assisted in understanding the social needs of the patient.COMMUNITY RESOURCES:The Social Services Department has a listing of community organizations and agencies which provide assistance or therapy by referral to persons served, such as Alcoholics Anonymous, Recovery, Guidance Clinics, etc. Arrangements for use of such services are made in writing or per telephone requests following a physician's order for such services when appropriate. Social Services staff are responsible for obtaining information to facilitate the follow-up, activities of the rehabilitation program with the persons served in. regards to the programs performance improvement activities. (See “Referrals to Outside Agencies” policy.) |
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