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| STATE COMPLAINT LOG INSTRUCTIONS | | | | NO. | |
| **STATE COMPLAINT LOG INSTRUCTIONS:**  The State Complaint Log is a way to log all incidents that were reported to the State. The log will assist you in following up in a timely manner with reporting requirements. The log should be a regular part of your Quality Improvement Program and sent monthly to the Risk Management Department at the Service Center.   |  |  | | --- | --- | | Column 1 | The residents name should be in this column | | Column 2 | The date the Incident was phoned/faxed in to the state | | Column 3 | The time the Incident occurred should be in this column | | Column 4 | The location the Incident occurred should be in this column | | Column 5 | The date that the follow up letter was forwarded back to the state | | Column 6 | A brief description of what was reported in this column | | Column 7 | Was the RDC notified? Fill in this column with yes or no answer | | Column 8 | Complaint # that the agency has given you | | Column 9 | Was the family notified? Fill in this column with a yes or no answer | | Column10 | Was the resident’s physician notified? Fill this column in with a yes or no answer | |  |  |   ATTACHMENT:  State Complaint Log | | | | | |
| Approved: | Effective Date: | Revision Date: | Change No.: | | Page:  1 of 1 |