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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.

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| 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 |