

Resident Leave of Absence

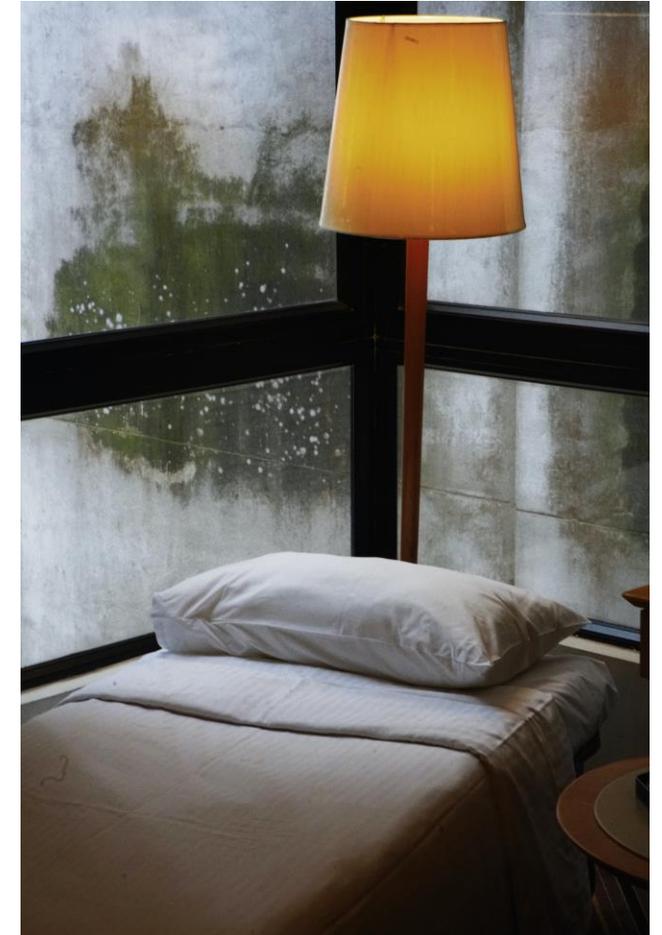


BEACON
Specialized Living

Resident Leave of Absence

LOAs should be documented in the following places:

- Notated on the PC/CLS Log
- LOA Log
- Progress Note in NextStep
- Census Report



PC/CLS Log

If no services are offered due to a resident being LOA for the entire day, note this on the PC/CLS Log.

If a resident is in the home for part of the day, the services should still be marked.

	1	2	3	4
Personal Care - Residential				
Transferring				
Ambulation/Mobility				
Eating				
Toileting				
Bathing		L O A		
Dressing				
Grooming				
Taking Medication	✓			
Community Living Supports - Residential and Transit				
Household Chores	✓			
Community Safety	✓			
Leisure Activities	✓	L O A		
Time Management	✓			
Money Management	✓			
Transportation	✓			
Health/Nutrition Awareness	✓			
Medication Management	✓			
Day Shift Staff Initials	DS			
Night Shift Staff Initials	NS			

NextStep Progress Note



NextStep Progress Notes are still completed when a resident is LOA.



Include the date, time, and reason for the LOA in the Progress Note.



If possible, include the expected return date and time as well.

Census Report

The Census Report should reflect all LOAs to ensure proper billing occurs.

Client Name	Activity
All Clients	<input type="text"/>
Guy, Happiest	Present
Meyer, Thomas	Present
Mistakes, Noah	LOA
R, Test Patient	Present

Census Report



The Census Report should reflect all LOAs accurately. If the LOA is a hospitalization, be sure to select Hospitalization in place of LOA.

Client Name	Activity
All Clients	<input type="text"/>
Guy, Happiest	Present
Meyer, Thomas	Present
Mistakes, Noah	LOA
R, Test Patient	Present

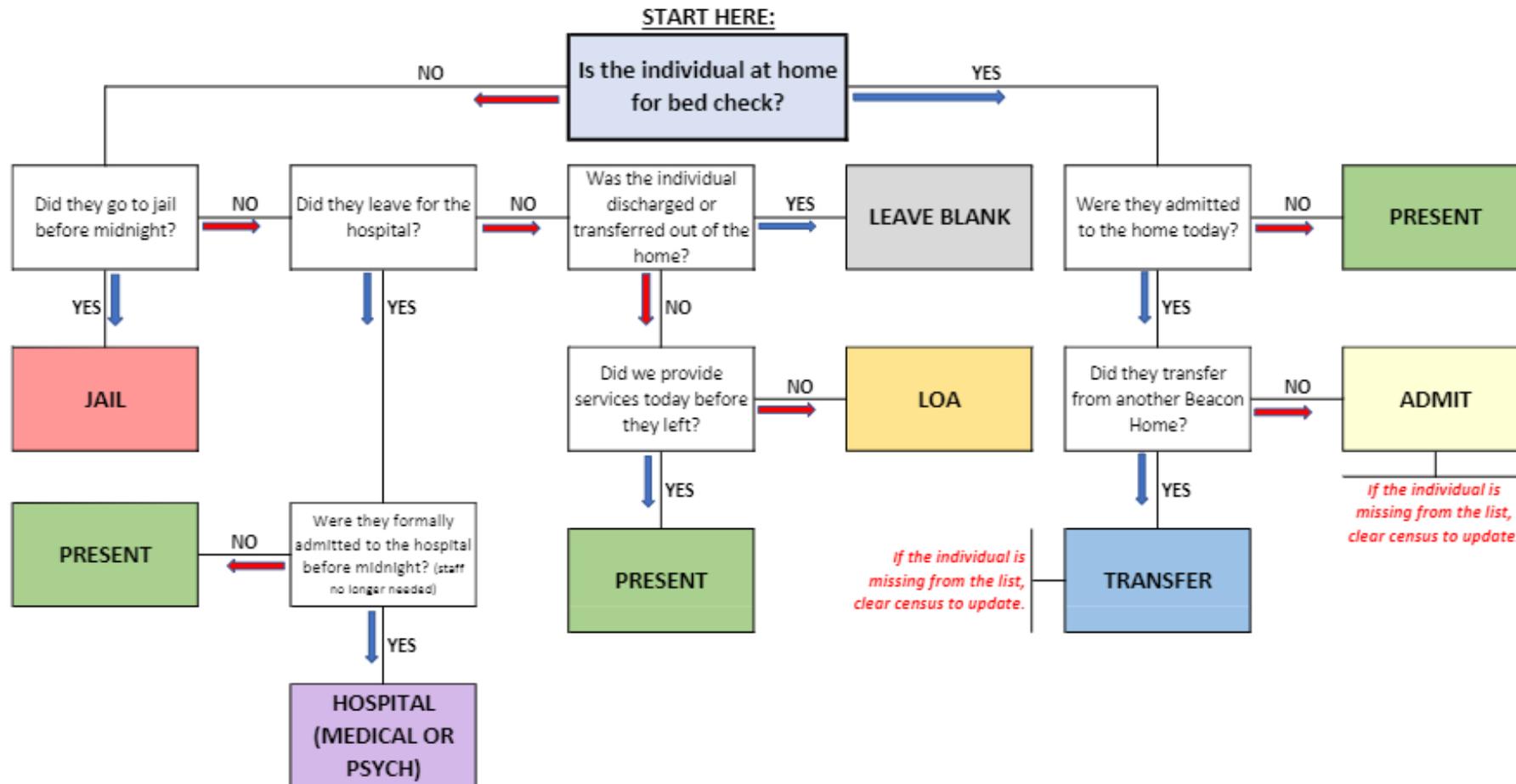
Census Report- LOA Guide

Making decisions on the Census Report can be confusing. Luckily, there is a Census Report Decision Tree that will help you make the correct entry.

The Census Decision Tree is in the Systems & Processes Index on the home page of ADP.

Census Report- LOA Guide

DECISION TREE - HOW TO RECORD CENSUS IN NEXT STEP



LOA Recap

When a resident is LOA, make sure it is documented in the following areas:

- PC/CLS Log
- LOA Log
- Progress Note in NextStep
- Census Report



For questions on Census Report selections, refer to the Census Decision Tree located in the Systems & Processes Index.



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