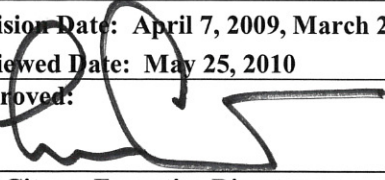




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Policy # 8140	Client Care Monitoring – Hartmann
Origination Date: April 1, 2008	
Revision Date: April 7, 2009, March 26, 2013	
Reviewed Date: May 25, 2010	
Approved: 	
Tod Citron, Executive Director	

POLICY:

It is the Policy of the Cobb County Community Services Board and the Douglas County Community Services Board that clients at the Hartmann Center are monitored and supervised by staff 24 hours a day. Staff required to monitor clients must be knowledgeable of the safety practice and procedures.

PROCEDURE:

A. Day Hours

1. Shift Supervisor or Lead Client Support Worker on duty will assign staff to monitor the units, classrooms, meal time, groups, restrooms, recreation activities and off campus activities, maintaining a staff to client ratio of 1:10.
2. Shift Supervisor on duty will be responsible for assigning shift responsibilities, self-administration of medications, charting and all other duties outlined for each shift.
3. Each client will work with an assigned counselor to provide oversight of the Recovery process.
4. Clients must be monitored at all times.
5. Clients are monitored 1:1 during the three (3) day orientation.

B. Sleeping Hours

1. When clients are asleep, staff will conduct a bed check of the clients, every 15 minutes.
2. Staff will sign off on the head count sheet indicating that he/she made visual contact with the client during that 15 minute interval.
3. Only female staff will conduct the head count on female clients during sleeping hours.
4. Staff will be positioned in the hallway. They will remain awake with eyes opened at all times.
5. Clients will not be awakened during sleeping hours. Exception: emergency situations or directives from treatment team or medical doctor.
6. Clients must be monitored at all times.

C. Bathroom Monitoring

1. Staff will monitor clients in the bathroom.
2. Same gendered staff are to monitor hygiene and restroom usage.

D. Off Campus Monitoring

1. Staff will be assigned clients to monitor on off campus events, at a ratio of 1:10
2. Staff must maintain eyes on contact with clients at all times

E. Classroom Monitoring

1. Shift Supervisor or lead Client Support Worker on duty will assign staff to monitor the classroom and hallway during school hours.
2. The teachers are responsible for providing direction during class time. Staff will intervene and assist with disruptive behaviors.

**GEORGE W. HARTMANN CENTER
NIGHT SHIFT HEAD COUNT**

One Client per sheet

CLIENT NAME	Room #	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	
Sleeping Soundly																		
Sleeping Restlessly																		
Awake in bed																		
Restroom																		
Awake in dayroom																		
		3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	
Sleeping Soundly																		
Sleeping Restlessly																		
Awake in bed																		
Restroom																		
Awake in dayroom																		

Staff Signature/Initials _____ Date _____

Staff Signature/Initials _____ Date _____

Staff Signature/Initials _____ Date _____

Staff Signature/Initials _____ Date _____

By signing you are confirming that you have visually observed this client.