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Title 22@ Social Security

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Division 6@ Licensing of Community Care Facilities

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Chapter 5@ Group Homes

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Subchapter 3@ Emergency Intervention in Group Homes

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Article 6@ Continuing Requirements

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Section 84361@ Documentation and Reporting Requirements

## **84361 Documentation and Reporting Requirements**

### **(a)**

Each use of manual restraints must be reported to the Department and the child's authorized representative by telephone no later than the next working day following the incident. A written incident report must be submitted to the Department within seven (7) days, as required in Section 80061. (1) If a child is restrained more than once in a 24-hour period, each use of manual restraints must be reported.

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If a child is restrained more than once in a 24-hour period, each use of manual restraints must be reported.

### **(b)**

Any report of the use of manual restraints must be reviewed, for accuracy and completeness, and signed by the administrator or administrator's designee no later than the next working day following the incident.

### **(c)**

A copy of the written incident report must be maintained in the child's record.

### **(d)**

The information required in Section 84361(a) must be documented immediately following the use of manual restraints or no later than the end of the working shift of the staff member(s) who participated in the manual restraint.

**(e)**

The child's record must be available for review by the Department, as required in Section 80070.

**(f)**

The licensee must maintain a monthly log of each use of manual restraints. The log must include: (1) Name of each child. (2) Date and time of the intervention. (3) Duration of the intervention. (4) Name(s) of facility staff member(s) who participated in the manual restraint. (5) Description of the intervention and type used. (6) Result of licensee review.

**(1)**

Name of each child.

**(2)**

Date and time of the intervention.

**(3)**

Duration of the intervention.

**(4)**

Name(s) of facility staff member(s) who participated in the manual restraint.

**(5)**

Description of the intervention and type used.

**(6)**

Result of licensee review.

**(g)**

The monthly log must be available for review, and subject to reproduction by the Department upon request during normal business hours.