

COUNTY OF LOS ANGELES

HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE (HCPCFC)

Procedure

SUBJECT: CHILDREN'S HOSPITAL LOG PROCEDURE

PURPOSE

To standardize and maintain the HCPCFC children's hospital log current in order to decrease unnecessary hospital overstays.

PROCEDURE

1. PHNS will submit an updated hospital log every two weeks on the 2nd & 4th Wednesday of the month via e-mail to HCPCFC Nurse Manager (NM) STC (Tracy Ramirez) or designee, and HCPCFC Nurse Manager.
2. HCPCFC NM STC (Tracy Ramirez) or designee will update the HCPCFC hospital log and send to DCFS PHN Program STC (Kim Bilbrew), for distribution on the Friday following the 2nd & 4th Wednesday and copy DCFS & HCPCFC nurse managers and Dr Sophy
 - Updates to be done in pink
3. PHN will call the hospital every week for an update on the child and document on CWS/CMS contact page.

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4. PHN will document in the HEP under the hospitalization tab the child's hospitalization date, diagnosis and or chief complaint for hospitalization upon becoming aware of the hospitalization.
5. PHN will update and submit a hospital log on hospitalized children based on their PHN assignment to their respective supervisor weekly.
6. PHN will submit information on children newly admitted to the hospital to HCPCFC NM STC (Tracy Ramirez) or designee and their respective supervisor immediately upon becoming aware of the child's hospitalization.
7. Upon becoming aware that a possible hospital discharge date has been identified for a hospitalized child, PHN will send an e-mail alerting the following individuals of the possible hospital discharge date including the child's F-rate (if applicable):
 - CSW and SCSW
 - PHNS and Nurse Manager
 - RA and ARA
 - Dr Sophy
 - HCPCFC NM STC (Tracy Ramirez) or designee
8. PHN will document the possible discharge date on the CWS/CMS contact page and on the hospital log, including the names of the CSW and SCSW notified of the potential hospital discharge date.(write CSW and SCSW names under the reason & action taken for overstay on the hospital log)
9. PHN will document on the hospital log under PHN & office site MCMS if that child belongs to the MCMS unit

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10. PHN will enter the information from DCFS 149 and F-rate level in the HEP upon its availability.
11. PHN will update the discharge date and document the hospital discharge in the HEP under the "hospitalization tab" as soon as the information or records are obtained.
12. PHN will document the name of the person(s) or place of child's discharge placement and contact information.
13. **Reasons and Action Taken for Overstay** Colum of the Hospital log is to be used only to document information regarding the hospital overstay. For example, M. Smith SCSW & P. Moore CSW notified of discharge date, unstable for discharge, etc...
14. PHN & PHNS will accurately complete all the pertaining columns of the hospital log when submitting updates

APPROVED BY:

Julia Wood NM

EFFECTVE DATE: 9/27/11