



Team Name: Regional Home Care Team Team Lead: Regional Director Home Care Approved by: Executive Director - East	Reference Number: CLI.5410.PL.001 Program Area: Home Care Policy Section: Access
Issue Date: June 16, 2017 Review Date: Revision Date:	Subject: Violence Prevention Program - Home Care

PROCEDURE SUBJECT:

Violence Prevention Screening - Home Care

PURPOSE:

To provide a standardized approach to the prevention of violence towards home care employees by implementing a client screening, alert activation, care planning, alert deactivation and discharge/transfer procedure for home care client's prior to implementation of services. This serves as a means to identify potential violence and where not reasonable and practical to identify actions and measures to control the risk.

IMPORTANT POINTS TO CONSIDER:

While home care agencies may have little direct control over risks in a client's home environment, a home safety risk assessment can enhance the safety of clients, families, and team members involved in home health services. Included in this is the Screening of client for violence. Assessment results can be used to select priority service areas, identify safety strategies to include in service plans, and communicate with clients, families, caregivers, and partner organizations.

The Home Care Violence Prevention Program includes four components:

1. Client Screening
2. Alert Activation and Care Planning
3. Alert Deactivation
4. Discharge/Transfer

PROCEDURE:

1. Client screening:
 - a. **Community Home Care Clients:**

Case Coordinator/designate completes Sections 2.1 - 2.4 "Client Screening Criteria" of the Working Alone Safety Assessment and Safe Visit Plan (WASA) on Procura for all clients opened to the home care program prior to initiation of services.
 - b. **Home Care Treatment Clinic:**

Direct Service Nurse completes the Violence Prevention Program (VPP) and Safe Visit Plan Screening form CLI.5410.PL.001.FORM.01 for all clients attending the Home Care treatment clinic at the time of first visit.
2. Alert Activation and Care Planning
 - a. When an Alert is identified through the screening:
 - **Community Home Care Clients**
 - The Case Coordinator (CC):
 - Sets the alert status to "Alert required" in the Client Reference numbers and Section 2.6 of the WASA on Procura.
 - Inserts the VPP alert symbol in section 2.5 Client Screening Outcome on the WASA and places purple dot by client's name on the client's chart.
 - Identifies the safe visit plan actions required to minimize the risk in Section 9 "Safe Visit Plan".
 - Indicates in "Physical Environment" which hazards exist.
 - Document "VPP Alert" in Comments page.
 - Communicates to the Resource Coordinator Home Care Attendant (HCA)/Resource Coordinator Nursing that an Alert has been set and the details of the Safe Visit Plan.
 - The Resource Coordinator Home Care Attendant (HCA)/Nursing provides the Direct Service staff (DSS) with a copy of the WASA document for all clients who have an Alert.
 - The Direct Service staff reviews the safe visit plan and places the WASA document in designated folder/binder.
 - **Home Care Treatment Clinic**
 - The Direct Service Nurse (DSN) shall:
 - Document on the Violence Prevention Program (VPP) & Safe Visit Plan Screening form (Treatment Clinic) CLI.5410.PL.001.FORM.01 that an alert had been set and place a VPP alert sticker (purple dot) next to the clients name on the client's chart.
 - In consultation with the Home Care Nursing Supervisor identify safe visit plan actions required to minimize the risk and document on the VPP and Safe Visit Plan Screening form.
 - Highlight outlook appointments in purple for clients who have an alert set.
3. Alert Deactivation
 - a. Circumstances change where clients no longer have the potential for violence. In this instance the CC/DSN:
 - Completes a reassessment of the client by completing Section 2.0 "Client Screening" on the WASA (community clients) on Procura and VPP and Safe Visit Plan Screening form (treatment clinic clients).
 - If the outcome of the screening is that an alert is not required the Case Coordinator:
 - Removes the VPP symbol and the purple dot from client's chart.
 - Changes the Alert status in Client Reference Numbers to "Alert Removed".
 - Changes the Alert status in Section 2.6 of the WASA on Procura to "Alert Not Required".
 - Updates/removes the Safe Visit Plan Actions.

- Removes Alert status from the Comments section and removes Hazard from Physical Environment section.
- Provides the Resource Coordinator HCA/Nursing with an updated WASA document and communicates that an Alert is no longer required.
- Treatment clinic clients, the Direct Service Nurse:
 - Removes purple highlight from Outlook appointment. The purple dot shall remain on the client's chart to identify a history of VPP alert for subsequent admissions.
 - Documents the change of the Alert status on the Violence Prevention Program (VPP) & Safe Visit Plan Screening (Treatment Clinic) CLI.5410.PL.001.FORM.01
 - Updates/removes the Safe Visit Plan Actions.
- b. The Resource Coordinator HCA/RC Nursing communicates to the Direct Service Staff that an alert is no longer required and an updated WASA document is provided for placement in the client's home file.

4. Discharge/Transfer

- a. The alert status of a Home Care client that is discharged/transferred to another agency will be communicated to the receiving party by sending the most current screening WASA document with the discharge/transfer documents.

SUPPORTING DOCUMENTS:

[CLI.5410.PL.001.FORM.01](#) Violence Prevention Program (VPP) & Safe Visit Plan Screening (Treatment Clinic)