Shared Living Program: Compliance with Reportable Event System Policy

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I. Purpose
To ensure the Shared Living Program of UCP of Maine is in compliance with the expectations to report using the appropriate Reportable Event System.

II. Policy
It will be the policy of UCP of Maine Shared Living Program to ensure employees, volunteers, and contractors are educated and instructed how to use the appropriate reporting mechanism in conjunction with the reporting of a reportable event.

III. Procedure
Each Shared Living Provider will be educated on the MDHHS OADS Reportable Events Ruling 14-197 CMR ch 12 by the Program Manager or Program Director prior to accepting a client in the home. The Program Manager will ensure the Provider notifies program manager of any reportable events within the mandatory timeframe of reporting. The Program Manager or designee will be responsible to submit electronically through the Department Portal. Access will be in the UCP administrative location. Record of the training will be maintained by the Program Manager.

Scott Tash, CEO

Date 12/12/24

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