



"News You Use" – January 2014



Yes, that really does say "2014"! Wow, what happened to 2013? It seemed to fly by! With that said, CARF will be visiting Universal sometime in August or September (2014.) That date will be here before we know it, so NOW is the time for us to ensure we are prepared for this important visit. This month I'd like to focus on Health & Safety.

CARF has what it calls "Intent Statements." Intent Statements are comprehensive areas to which agencies must conform. Health and Safety is one of the largest and most important areas that CARF will be reviewing us on. The description CARF uses for Health and Safety is "**CARF-accredited organizations maintain healthy, safe, and clean environments that support quality services and minimize risk of harm to persons served, personnel, and other stakeholders.**"

To demonstrate our adherence to the Health and Safety Intent Statement, Universal is required to have written emergency procedures as well as quarterly unannounced tests for the following:

- Fires
- Bomb threats
- Natural disasters
- Utility failures
- Medical emergencies
- Violent or other threatening situations

Therefore, it is important that every person in every office knows the procedure needed for each of the above emergencies. It is also imperative that each person knows the location of First Aid, emergency equipment and emergency information for the persons served by Universal.

Your office has already been participating in the above drills. Please take the time to re-visit these procedures and learn (if you don't already know) the location of your emergency equipment.

'Til next month,

Tracy Frye,
Quality Improvement Specialist