ANDREW M. CUOMO
Governor

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Acting Commissioner

Fall Prevention Environmental Review
Information and Instructions

General Information

- The purpose of this review is to help identify <u>why</u> a specific fall occurred. Information learned from this review is used to help improve the environment of not only the person who fell, but when applicable, help prevent falls of others.
- This form should be completed after every fall occurrence, if there are changes in the individual's status, and, at a minimum, semi-annually (whether or not a fall has occurred).
- Many people with intellectual and developmental disabilities (IDD) are at risk for falling.
    - If an individual falls once, then there is an increased risk of falling again in the near future.
- All falls are important.
- Many falls are preventable.
- Communication is critical.
    - **Report all falls, per agency policy, no matter how minor.**
    - If the individual is supported by multiple providers, all providers involved should be informed of the results of the Environmental Review (E.g., factors that might cross environments, such as a change in an individual's ability to navigate stairs).
- When a fall occurs, the provider who observed the fall, or who was providing services at the time of the fall, should participate in the post-fall assessment process.
    - The staff member completing form should be someone who works closely with the individual.
- When a fall occurs, the individual who fell should be included in the review process.
    - Inclusion in the process allows the individual to learn, to the best of his/her abilities, the things the individual can change, that will make his/her environment safer.
    - This should be done <u>with</u> the individual, not <u>for</u> the individual.
- The findings of the environmental review may result in changes to an individual's plan of services, therefore an update to the individual's plan may be required.
    - E.g., Life Plan, Plan of Nursing Services (PONS), Staff Action Plan
- Some of the items on this list should be reviewed on an ongoing basis (i.e., daily or weekly).
    - E.g., individual's footwear, floors and walkways free of clutter and obstacles
- The information gathered can be used by the supervisor, to consult with management, clinicians, the care manager and the individual to help prevent future fall occurrences.

General Instructions

Part 1 – Basic information

- Date and Time of Fall
    - Use "unknown" if unsure of information.
    - Use N/A when performing semi-annual review.

Part 2 – Environmental Review

- If a section does not apply, check N/A and skip that section.
- If not 'N/A', then the section needs be completed for every review.
- If the appropriate response is not one of the choices listed, then fill in the information next to "Other".
    - E.g., 'Other': Ambulation Device: Walker was too large and heavy for individual to use appropriately.

Part 3 – Supervisory Review, Follow-up Actions Plan and Verification:

- This section must be completed by a supervisor.
- Share this form with the appropriate clinician(s) and care manager.
- Any "No" responses in Part 2 – Environmental Review require a follow-up action plan.
    - Use the Plan for Follow-up Action(s) section to explain how each "No" response will be addressed.
        - E.g., Individual's sneakers with flapping soles were replaced and staff will check on condition of all his footwear when doing his laundry, last week of every month.
    - In the event that circumstances are beyond the agency's control, provide an explanation as to what follow-up actions will be taken, that are under the agency's control, to minimize risk.
        - E.g., Outdoor: Sidewalk cracked and uneven – outside of agency's control to repair.
        - Follow-up action: Agency reports sidewalk to town government and uses another sidewalk or provides assistance through that area.
- After implementation of the follow-up plan for preventative actions to remedy the individual's environment, responsible supervisor confirms verification that the planned changes have been made.