FOOTHILLS GATEWAY, INC

Advance Directives

POLICY:

It is the policy of Foothills Gateway, Inc. to comply with Colorado Advance Directives when issued by an individual with the capacity to issue the directive, a guardian authorized by court order to give consent, or by a properly appointed proxy decision maker.

PROCEDURE:

- Colorado Advance Directives shall include declarations issued pursuant to the Colorado Medical Treatment Decision Act, C.R.S. 15-18-101, and CPR Directives issued pursuant to C.R.S. 15-18.6-101.
- Absent such documentation, all staff of Foothills Gateway, Inc. shall seek and provide medical attention for the individual in the same manner as care would be provided to any other person involved in a medical emergency.
- Interdisciplinary Teams (IDTs) should address Colorado Advance Directive decisions in the legal section of the Service Plan (SP) at the time of admission and at the time of each annual staffing. Documentation in the SP/DD section to include:

    1) <u>Status of Colorado Advance Directive:</u>
        - Colorado Advance Directive in place
        - Colorado Advance Directive not in place and why
        - Colorado Advance Directive pending and why

    2) <u>Other Colorado Advance Directive issues</u>
        - Establish proxy decision makers/guardians as needed
        - Outline special instructions decided upon by Interdisciplinary Team (IDT) (i.e.: life sustaining vs. life saving)
        - Assure Program Approved Service Agency (PASA) has directives and protocols for individuals in Comprehensive/Supported Living Services.

- Colorado Advance Directives must be maintained in, but not limited to, Foothills Gateway, Inc. master files, residential files, and day services file.
- Identify in the Benefits Utilization System (BUS) (Individual Information, Legal Section) that Advanced Directives are in place.
- The PASA will assure that Colorado Advance Directives are clearly communicated and accessible to all staff.
- In the event of medical necessity, the PASA staff responsible will obtain the Colorado Advance Directive from the appropriate file (residential or day onsite).
- Each PASA will develop their own protocol for calling 911 or the coroner as is deemed appropriate by the IDT.
- Each PASA will develop their own protocol for informing appropriate people (Director, Coordinator, CCB, guardian/family).