

### Required Logs to be Maintained for ODMH Review

Subject	Code	Requirements	Discussion
Admission by Exception to Non Age-Appropriate Beds  Note: To include admissions non-compliant with the program's admission criteria	5122-14-04(F)	Log shall contain: 1. reason for admission; 2. length of stay; 3. referral arrangements; and 4. reason for the exception	The rule states that ODMH shall review this log annually. Therefore, copies of this log shall be submitted by the inpatient service provider to ODMH at the time of its annual application for renewal of license
Seclusion / Restraint	5122-14-10(G)(6)	Inpatient service provider shall maintain an ongoing log of its seclusion and restraint utilization for ODMH review.	Log must be sequential and written or processed in ink. Errors must be legible (no "white-out")
Reportable incidents, including all patient deaths	5122-14-10(H)	Inpatient service provider shall maintain an ongoing log of its major unusual incidents for ODMH review	Please also see "Procedure for Reportable Incidents"
Alleged Violations of Patient Rights	5122-14-11(E)(6)	Inpatient service provider shall maintain a log of patient grievances, including all allegations of denial of patient rights as identified by patients, significant others or other persons for ODMH review.	Per 5122-14-11(D)(3), the inpatient service provider has a responsibility to investigate, resolve and/or provide a written response to grievances <b>within a specified period of time</b> .  Log should include: 1. Patient/hospital number or some other identifier that can be traced by the provider to the patient 2. Date of grievance 3. Date response was provided to grievant 4. Other follow-up to grievance, if indicated.