

Withdrawal Management Observation Log

REQUIRED FORM:

This form is a required document in the client file for withdrawal management programs. The observation record must document close observation and face-to-face physical checks every 30 minutes for a minimum of the first 24 hours following admission. After 24 hours, trained staff will assess client symptoms to determine whether the frequency of the observations and checks be continued, reduced or discontinued in accordance with the provider's policies and procedures.

WHEN: Completed upon Admission and as needed

COMPLETED BY: Authorized agency representative

REQUIRED ELEMENTS:

- **Client Name:** Complete client's full name.
- **Client ID#:** Enter the SanWITS Unique Client Number
- **Admission Date:** Complete the date client was admitted to program.
- **Admission Time:** Complete the time client was admitted to program.
- **Observation Date:** Complete the date of observation.
- **Substance(s) of Withdrawal/Date of Last Use:** List all known substance(s) of withdrawal and date of last use.
- **Time:** Start time according to the client's time of admission to program. Every 30 minutes after admission the staff must complete the activity field. The record must be completed for the first 24 hours of client's admission but may be continued, decreased or discontinued after 24 hours, if symptomology meets policies and protocols approved by the Medical Director.
- **Client Activity:** Client's activity must be checked every 30 minutes and documented (e.g., resting, asleep, any withdrawal signs or lack of, etc.)
- **Initial:** Staff completing the record must initial each entry.
- **Observation Continues, Decreased or Discontinued:** 24 hours from admission and periodically throughout the client stay, staff will select a status of observations.
- **Rational:** Staff will record the reason for the selected Observation Status based on symptomology and protocols approved by the Medical Director.
- **Initials/Time:** Staff selecting an Observation Status and Rationale will complete the entry with Initials and time
- **Observer Printed Name/Signature/Credential/Initials:** Staff conducting observations will be identified by printed name, signature and credential, and first and last initials. The form allows for up to four observers.