



DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)

Skin Observation Protocols

Client's Name and Address

Client Representative's Name and Address

Dear _____,

I have recently completed the assessment of your care and service needs using the DDA Comprehensive Assessment and Reporting Evaluation (CARE) tool. While completing your assessment, and based on the information provided to me by you, your caregivers, your medical history, and other risk factors, we are providing information to help you receive better care for yourself, as well as educate and inform caregivers, and other health care providers who may be assisting you.

Your DDA CARE assessment determined that you are at risk of changes in your skin, such as skin breakdown due to pressure can lead to serious complications such as an infection and even death so a referral for a nurse to complete a skin assessment is required. A nurse will contact you within five (5) days to schedule the assessment. If the nurse is unable to schedule an appointment after two attempts and your primary healthcare provider has not provided DDA with an assessment of your current skin condition, your case manager is required to make a referral to CPS or APS.

When a person is at risk of skin breakdown due to pressure there is some basic care that can be provided by you, or for you, to make sure your skin stays healthy. Here are some general tips to follow. In addition, if you ever have any questions about the care of the skin, or changes in the appearance of the skin, you should call your doctor or other health care provider right away.

1. If you need help with bathing or personal care, ask the person helping you to look at the boney areas on your body to look for any changes in the color of your skin, pain, or odor.
2. If you are able to bathe yourself, check your skin for any changes during your bath, for change in color, pain, or odor.
3. Talk with your doctor, nurse or other health care provider. Ask them to look at your skin for changes, if you have any questions or concerns, and ask them for suggestions on how to care for your skin if you have any sores or other changes to your skin.
4. Use the educational materials enclosed to help you understand how to take better care of your skin.

If you have questions about this information, please contact _____ at _____. He / she will refer you to a nurse or other healthcare resources for additional information.

Sincerely,

DDA Case / Resource Manager
Enclosure