



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 tool. While completing your DDA assessment, with information from you or your care providers, DDA has identified an opportunity to provide information for you or your care providers to enhance your care regarding skin care and skin observation.

Your DDA assessment determined that you may be at risk of skin breakdown due to pressure, moisture, incontinence, or immobility, which can lead to infection and even death. When your assessment determines you are at risk for skin breakdown, DDA initiates the Skin Observation Protocol (SOP). This includes a referral to a nurse, who will complete a skin assessment. If you would prefer, your healthcare provider may submit a letter with regards to your current skin status, instead of a contracted nurse through DDA. If you have chosen for a nurse to complete the SOP assessment, your case manager will have a nurse contact you within **five (5) days** to schedule the SOP assessment. If the nurse is unable to schedule an appointment after two attempts or your healthcare provider has not provided DDA with a letter of your current skin condition, your case manager is required to make a mandatory report through Child Protective Services or Adult Protective Services.

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.

1. If you need help with bathing or personal care, ask the person helping you to look at all of your skin, especially the bony areas on your body for any changes in skin appearance, including temperature, open areas, pain, and/or odor.
2. If you can bathe yourself, check your skin for any changes during your bath, including changes to your skin's appearance, color, temperature, open areas, pain, and/or odor.
3. Talk with your health care provider about changes to your skin's appearance. Let them know if you have problems with unusual or uncomfortable pressure spots to your skin. Ask them to look at your skin. If you have questions or concerns regarding your skin, ask your health care provider for suggestions on skin care. If you have skin breakdown or pressure injuries, make sure you and your care providers understand how to care for the area.
4. Attached to this letter you will find educational materials to help you and your care providers understand the importance of skin care and pressure injuries.

If you have questions about the care of your skin, or changes in the appearance of your skin, you should call your doctor or other health care provider right away.

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

Sincerely,

DDA Case / Resource Manager
Enclosure