

## 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 will be continued, reduced or discontinued in accordance with the provider's policies and procedures.

**WHEN:** Completed upon Admission for a minimum of 24 hours and as needed

**COMPLETED BY:** Authorized agency representative

### REQUIRED ELEMENTS:

- **Client Name:** Enter client's full (first and last) name.
- **Client ID#:** Enter the SanWITS Unique Client Number
- **Admission Date:** Enter the date client was admitted to program.
- **Admission Time:** Enter the time (including AM or PM, or military time) client was admitted to program.
- **Observation Date:** Enter 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:** Enter the exact start time according to the client's time of admission to program. For example, 12:05 pm client entered program. Every 30 minutes after admission the staff must complete the time, activity field and location. The record must be completed for the first 24 hours following client's admission but may be continued, decreased or discontinued after 24 hours, if symptomatology meets criteria set in policies and protocols approved by the Medical Director.
- **Client Activity:** Client's activity must be checked every 30 minutes and documented (e.g., resting quietly no visible symptoms, asleep, no signs of symptoms, able to tolerate some food but still signs of fatigue, any withdrawal signs or lack of, etc.)
- **Location:** Enter location of client (e.g., bedroom, dining room, etc.)
- **Initial:** Staff completing the record must initial each entry.
- **Observation Continued, Decreased or Discontinued:** At 24 hours from admission and at least every 24 hours until the determination is made to discontinue observations, staff will select an Observation Status that specifies whether observations will be continued, decreased, or discontinued.
- **Rationale:** Record the reason for the selected Observation Status based on symptomatology and protocols approved by the Medical Director.
- **Initials/Time:** Staff selecting an Observation Status and Rationale will complete the entry with Initials and time (including AM or PM, or military time) that the documentation was completed.
- **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.