

Policy and Procedure Concerning Abuse and Neglect
Appendix A

NOTIFICATION TO LEGAL REPRESENTATIVE/SERVICES COORDINATION

To: Legal Representative of _____
Services Coordination _____

From: _____, NorthStar Services

Date: _____

It has been reported that an incident occurred which involved _____
and another person. Please note that due to confidentiality, we are unable to identify
the other person.

Describe follow-up and injury report: _____

The following was done to ensure safety: _____

This incident and the results of any investigation will be reviewed by NorthStar Services' Human and Legal Rights Committee. This committee will determine whether we have taken appropriate action in this matter.

We have also reported this incident to Protective Services.

You will be receiving information concerning the committee's review of this incident. If you have further questions, please don't hesitate to contact me.

Notification by Phone

Person served by _____ on _____

Services Coordination by _____ on _____

Guardian by _____ on _____