PRACTICAL COMPANION · ESSAY REMAINS IN REVIEW

How Not to Get Sued

Close the loop on one concern

Make one concern reach a decision, an action and a check of the result.

01	02	03
Understand the concern	**Assign the next action**	**Check and report the result**



Analogy: A repair ticket traces work. Received marks a starting point. Checking the repaired thing tells you whether more work is needed.

How to use this

1. Restate the concern in the person's words and check that you understood it.
2. Name a coordinator, the person with decision authority, a realistic action and a check date. Follow urgent duties promptly.
3. Check that the action happened and addressed the concern. Explain what is resolved and what remains open.

Picture the idea

Analogy: A repair ticket traces work. Received marks a starting point. Checking the repaired thing tells you whether more work is needed.

Made-up example

Made-up example: An agency fixes a wrong contact number. A test call rings, but nobody owns the voicemail. Record the number correction, assign responsibility for replies, and check again. The first correction was real and incomplete.

Source context

A1: BACB, Ethics Code for Behavior Analysts A3: HHS-OIG, General Compliance Program Guidance

Source links support the context, not a validated score or proof that completing a worksheet improves outcomes.

DRAGEN has limits. Honest, specific critique helps us improve.

What could be better? Give feedback.

Your printable worksheet

Write general notes without names or health details. Notes are not sent or saved. Print to keep them.

The concern in the person's words

_____

Coordinator and person with authority

_____

Agreed action and resources needed

_____

Check date and what a useful result would look like

_____

What we found, and who needs the update

_____

Try it

A concern received an acknowledgment and its ticket was closed. What still needs checking?

Whether the agreed action happened, whether it addressed the concern, and what the person still needs answered.

Why: Received and closed are process labels. They do not establish that the underlying concern was addressed.

Keep the context

- This is an original follow-through aid, not a validated audit or protection against lawsuits.
- Use appropriate private systems. The exercise does not delay applicable safety, reporting or other duties.

General education. This worksheet does not create treatment, legal conclusions or a quality rating. For urgent danger, contact local emergency services.