

Person Supported Record – Table of Contents

Person Supported: _____ Day Option: _____

If information has been removed from pertinent section, please include notation in that section stating where the information can be found (e.g., if dental card has been removed for upcoming appointment, indicate where card is presently located).

Personal Data

- Data Sheet (updated annually)
- Photo (current)
- Mechanical Supports Required (CR42)
- Individual Support Protocols
- Personal profile for risk prevention (SA18)

Personal Support

- Orientation to service checklist (CR41)
- Current ISP (CR05a)
- Ongoing Goal Review Information (last pages ISP CR05a)
- Behaviour support plan (if applicable) (CR06)
- Signed Consent to Disclosure (CR26)/Release of Information
- Correspondence – letters, memos, etc.
- Community Safety Plan (CR27)
- Week at a glance for the person (if applicable)
- Abuse prevention/Awareness training (CR43, CR43a)

Medical Information

- Accident/incident reports (IN01)
- Behaviour reports (CR03)
- Physical restraint reports (CR20)
- Assessments/consultations
- Medication administration records – previous month
- Medication transfer months – completed (HE05)

Financial

- Financial ledgers (previous month) from day program

Observation Notes

- Current month observation notes – (rest of current year filed on site)
- Records to be kept for 7 years after the last entry

Effective: Feb 2006	Revised: Sept 2022	Owner: Service Director	Form #: RES05A	Page 1 of 1
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