

Residential Person Supported Records – Table of Contents

If information has been removed from a section, please include a note in that section stating where the information can be found (for example, if the dental card has been removed for an upcoming appointment, indicate where the card is presently located).

Person Supported: _____ Residence: _____

Personal Data

- Data Sheet – Updated at least every 12 months (CR19) and as changes occur
- Photo - Current picture, no older than 2 years old, dated on back of photo
- Mechanical Supports/Assistive Device Inventory Record (CR42)
- Personal Identification – Birth certificate, Social Insurance Number card, Health Card (current) - original or copy required
- Photo Consent and Release (CR12)
- Consent to Disclosure and/or Obtain Information (CR26) - for external use
- Insurance Information - Life, Accident, Contents
- Residency Agreement (FI01) - Updated every 12 months and as changes occur
- Funeral/Will Arrangements - If applicable
- Personal Profile for Risk Prevention (SA18) - Updated annually

Personal Support

- Orientation to Service Support Checklist (CR41) - Completed at time of admission to CLGW only
- Residential Transition Guide (CR39), if applicable
- Residential History (CR32)
- Community Safety Plan (CR27) - Updated annually at ISP meeting
- Application for Developmental Services and Supports (ADSS) - For admissions to CLGW since July 2011
- Support Intensity Scale (SIS) - For admissions to CLGW since July 2011
- Individual Support Plan (CR05) - 2 most recent in the binder, no more than 12 months apart
- Current Goal Review Form/Documentation
- Early Detection Screening Tool for Dementia (CR05d)
- Support Strategies
- Behaviour Support Plan (CR06) - Reviewed and updated at least every 6 months
- Abuse Prevention Training/Review - Completed at least every 12 months

Medical Information

- Medical PRN Protocols (CR07)
- PRN Medication Administration Record (HE10)
- Health Summary (HE08)
- Consultation Record (CR22)
- Accident Incident Reports (IN01) - 2 years only
- Behavior Report Forms (CR03) - 2 years only
- ABC Data Collection (CR35) - 2 years only - current month with OBs

Effective: March 2014	Revised: July 2024	Owner: Service Director	Form #: RES07A	Page 1 of 2
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Residential Person Supported Records – Table of Contents

Medical Information (Cont'd)

- Physical Restraint Reports (CR20) - 2 years only
- Drug Eligibility Cards - For current year
- Medication Administration Records - Current year
- Medication Agreement (CR24), if applicable

Financial Information

- Income – ODSP/OAS/GAINS/Employment (documentation and/or stub where applicable)
- Financial Audits (CR15) - To be kept in separate financial binder with third-party audit
- Income Tax Records
- Personal Content Inventory Record (CR 46) - For insurance purposes - Warranties, manuals

Observation Notes (CR25)

- Current month in OB binder, current year filed in Residential binder
- Records to be kept for 7 years after the last entry

Effective: March 2014	Revised: July 2024	Owner: Service Director	Form #: RES07A	Page 2 of 2
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