

Residential Records Audit



Person Supported: _____ Residence: _____

Date: _____ Audit completed by: _____

Personal Data Article	Present (yes/no)		Comments
Data Sheet (CR19)			
Photo – Current			
Mechanical Supports/Assistive Devices Record (CR42)			
Personal Identification <ul style="list-style-type: none"> • Birth Certificate • Social Insurance • Health Card 			
Photo Consent and Release (CR12)			
Consent to Disclosure (CR26)			
Insurance Information <ul style="list-style-type: none"> • Confirm beneficiary is still current 			
Residency Agreement (FI01)			
Will/Funeral Arrangements			
Personal Profile for Risk Prevention (SA18)			

Personal Support	Present (yes/no)		Comments
Orientation to Service Support Checklist (CR41)			
Residential Transition Guide (CR39), if applicable			
Residential History (CR32)			
Community Safety Plan (CR27)			
Application for Developmental Services and Supports (ADSS) - 41 pages			
Support Intensity Scale (SIS)			
Individual Support Plan (CR05) - 2 most recent, no more than 12 months apart			
Current Goal Review Forms/ Documentation			
Support Strategies			
Behaviour Support Plan (CR06)			
Abuse Prevention Training/Review			
Medical Information	Present		Comments

Residential Records Audit



	(yes/no)	
Medical PRN Protocols (CR07)		
PRN Medication Administration Record (HE10)		
Health Summary (HE08)		
Consultation Record (CR22)		
Accident Incident Reports (IN01)		
Behaviour Report Forms (CR03)		
ABC Data Collection Forms (CR35)		
Physical Restraint Reports (CR20)		
Drug Eligibility Cards		
Medication Administration Records - Current year		
Medication Agreement (CR24), if applicable		

Financial Articles	Present (yes/no)	Comments
Income • ODSP/OAS/GAINS/Employment		
Financial Audits CR15 - In financial binder with third-party audit		
Income Tax Records		
Personal Contents Inventory Record (CR46) – Warranties/manuals		

Observation Notes (CR25)	Present (yes/no)	Comments
Current Month in Binder		
Current Year Filed On-Site		
Neat and Professional		

Overall Binder
Excellent - 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> - Unacceptable
Comments: