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| **SERVICE RECIPIENT RECORD INDEX** |
| **Personal information Pouch**  Information kept in this pouch may include: birth certificate, MA card, social security card, library card, fishing licenses, MN ID card, etc.  **Identifying information**   * *Admission Form and Data Sheet* * Guardianship orders and documentation * Other legal documentation   **Service initiation/admission information**   * Service initiation information and verification of eligibility for services (i.e. screening document) * Initial *Individual Abuse Prevention Plan* * Initial *Coordinated Service and Support Plan* and *Coordinated Service and Support Plan Addendum* * Copy of *Rights of Persons Served* * *Policy Orientation Receipt (Copy of Policies Listed)* * Initial authorizations and releases   + *Authorization for Medication and Treatment Administration and Assistance*   + *Authorization to Act in an Emergency*   + *Standard Release of Information*   + *Rights of Persons served (signed copy)*   + *Funds & Property Authorization*   + *Residency Agreement*   **Service planning and delivery**   * *Support Plan* * *Support Plan Addendum* * *Self-Management Assessment* and *Individual Abuse Prevention Plan* * *Outcomes*, *Behavior Plans*, and documentation * *Progress Reports and Recommendations* and support team meeting notes * Annual authorizations   + *Standard Release of Information* * *Residency Agreement* * *Medication Authorization* * *Authorization to act in Emergency* * *Rights of Person Served* * Funds & Property Authorization * Social, psychological, and medical histories and assessments * *Progress Notes* * Other service provider’s information * Financial reports * Discharge summary and information, if applicable   **Incident, grievance, and behavior reporting**   * *Incident and Emergency Reports* * Complaint and grievance documentation and resolution * *Positive Support Transition Plan* information, if applicable * *Emergency Use of Manual Restraint Incident Report* and *Behavioral Intervention Reporting Tool (DHS)*   **Health and medication administration record information**   * Health-related information including diagnosis, allergies, and special dietary needs * Current orders for medications, treatments, or medical equipment and standing order medication list * Monthly medication sheets * Authorizations   + *Authorization for Medication and Treatment Administration and Assistance (reviewed annually)*   + *Authorization to Act in an Emergency (reviewed annually)* * Specific medication administration procedures and protocols * *Medication Administration Record Reviews* * Side effect information * *Health Care Provider Appointment Schedule (in Therap past/future appointments)* * Referral forms * *Medical Referrals* (including annual physical exam) (using Physician order form or visit summary notes) * *Mental Health Referrals* * Miscellaneous * Reports * *Seizure Reports* * *Medication/Treatment Error or Refusal* reports |