

## TABLE OF CONTENTS: for Daily book

All documents with an asterisk (\*) must be submitted to your supervisor on the first working day of each month. Make copies of the MAR and file them in your home record books as appropriate.

### Phone/pager Numbers

- Progress Extension Listing - will need to be periodically updated
- "House Plan" form (Gives subs information on where to locate the books, meds, keys, fire extinguisher, etc.)
- Staffing Plan
- Residential Schedule - if needed (Gives subs a basic idea as to the "routine" for the home and people supported. This is not a "set in stone" schedule for most people, just an idea as to the routine of the home.)
- DMRS Investigations "Hot Line" flyer (for reporting abuse, neglect or exploitation)

### Sign In/Out\*

- For subs, PRNs or shift staff
- Phone log - for documenting use of Progress provided cell phones ( if applicable)

### Attendance Forms\*

### Supervision Log

Daily Documentation (this tab listed under person's name and contains the following information as needed - information with double line)

- Health Passport with current photo

### ISP

- Individual Support Plan (ISP) most current

### Individual Specific Training

- Individual Specific Training document
- IST Cover sheet - to be signed by new staff and turned in to HR the first business day after the training has occurred
- Mock Fire Drill- to be signed by new staff and turned in to HR the first business day after the training has occurred
- Any other training material for the person(s) supported, i.e., seizure protocol, behavior, special medical issues, etc. - to be signed by new staff and turned in to HR the first business day after the training has occurred

### Staff Communication Notes\*

- Signature sheet (sign only once)
- Staff Communication Notes

02/02/10

- Guidelines for completing Staff Communication Notes (do not submitted to supervisor)

### MARs

- MARs\*
- MARs for controlled substances\*
- MOST CURRENT copy of doctor's orders for each medication taken
- Comfort Orders
- Medication profile sheets/side effects
- Progress Medication Administration Procedure

### Monthly Summary

- Monthly Summary \*
- Staff Instructions\*
- Therapy plans
- Therapy data\*
- Behavior Support Plan
- Behavior data\*

### Wellness Data

- Cumulative Seizure record
- Menstruation record
- Other wellness data as required by doctor, therapists or COS

### Fire Drills

- Fire Drills need to be completed monthly. One Fire Drill needs to be conducted during sleep hours at least once a year. **If you have a person take over 3-minutes to evacuate the home during a fire drill please let your supervisor know.**

**Forms:** (Forms tend to change frequently. Please do not make excessive quantities, submit these forms to your supervisor the next business day)

- RIF - Reportable Incident Form ( notify supervisor immediately of any incidents of alleged abuse,neglect,exploitation, 911 calls, or ER visits)
- Medication Variance Forms
- Medical consults

Do not use white out on any document!!!