

INSTRUCTIONS

The residential service provider is responsible for ensuring preparation and maintenance of on-going, written consumer notes which include:

1. All illnesses and the action taken by the careprovider.
2. All visits to the physician or dentist, and to other specialist.
3. All school or work days missed, with an explanation.
4. All special activities in which the resident participates (i.e. Special Olympics, recreation, trips, etc.).
5. Overnight visits away from the facility.
6. All special incidents (i.e. accidents, seizures, etc.).
7. Any new problems that the consumer is developing.
8. All visits by the assigned counselor.

These notes should be dated and signed by the provider or staff. The counselor may sign them to show that they have been reviewed each quarter. The counselor's signature does not indicate approval.