

Resident Files Checklist

The information and forms listed below are kept in files for each resident with whom the service provider has contact. Resident files are kept in a secure location accessible only to the service provider. All information in the files or related to a resident is kept confidential.

- Resident File:**
- Intake Form
 - Confidentiality Agreement
 - Release of Information
 - Progress Notes

- As Needed:**
- Resident Survey
 - Report of Violations
 - Refusal of Services Form

Guidelines for Using Service Provider Forms

Intake Form: This form is used during the initial introduction between the service provider and the resident. It contains mostly demographic information on the resident.

Resident Questionnaire: This form is used to assess the resident's current needs for those residents with whom the service provider is actively involved. This form should be updated at least every 3 years to reevaluate the needs of the resident.

Confidentiality Agreement should be signed during the first meeting with the resident. A copy of the agreement should be given to the resident for his or her records.

Consent for Release of Information must be completed any time a referral is made to an organization. Each organization will have a separate form signed and dated and kept in the resident's file.

Progress Notes are the regular daily means of documentation. Use brief, non-subjective terms. Include information regarding case resolution, case status, results of all monitoring and follow-up, notes on all meetings with the resident and/or family members, and disposition or termination of case.

Refusal of Services should be completed and signed by the resident when services are recommended in response to a concern for health, safety, or welfare of a resident and those services are refused. A notation in the progress notes should also be made whether or not the resident signs the Refusal of Services Form.

Report of Violations should be completed when there is information and follow-up related to any alleged or confirmed reports of human or civil rights abuse or violations of personal property or dignity.