

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Contents of records

Chapter:
10

Effective Date:
10/25/1999

Revision Date:

Policy Number:
10-106-003

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. Each child's record shall include:

- Personal information including:
 - i. The name, sex, admission date, birth date and Social Security Number.
 - ii. The race, height, weight, color of hair. Color of eyes and identifying marks.
 - iii. The date photograph of the child taken within the past year.
 - iv. Language or means of communication spoken and understood by the child and primary language used by the child's family, if other than English.
 - v. Religious affiliation.
 - vi. The name, address and telephone number of the person to be contacted in the event of an emergency.
- Health records
- Dental, vision and hearing.
- Health and safety assessments.

- ISP's.
- Restrictive procedure plans.
- Restrictive procedure records relating to the child.
- Reports of reportable incidents.
- Consents to treatment, as specified in 3800.19 (relating to consent to treatment).
- Court order, if applicable.
- Admission and placement information specified in 3800.222 and 3800.223 (relating to description of services; and admissions).
- Signed notification of rights, grievance procedures and applicable consent to treatment protections specified in 3800.31 (relating to notification of rights).
- Service records of the contracting agency.
- Education records.

DISCUSSION: