

<b>TOPIC:</b> Administration	<b>SUBJECT:</b> Paperwork While Supporting	<b>Code:</b> AD148
		<b>Date of Issue:</b> October 1995
		<b>Revised:</b> October 2022
		<b>Page</b> 1 of 1

**PURPOSE:** To clarify what paperwork can be completed when supporting and when it is appropriate. Paperwork for other clients should be completed while supporting others where time permits.

**DEFINITION:**

The following outlines what type of paperwork may be completed while supporting someone in his or her home, or in the community.

- Summaries of the individual's activities (recreation/employment)
- Logs, contact sheets, incident reports
- Update face sheets, medication sheets, budget sheets, inventory or other paper work.
- Update individual's resume
- Make employer contacts
- Update personal profiles, individual support plans
- Update medical/dental information
- Employee policy reading

Staff may work on paperwork or make phone calls that pertain to another person, however confidentiality must be maintained.

**PROCEDURE:**

The paperwork is to be completed during times when the person has chosen to be resting, watching TV, sitting outside, or doing an activity which does not require direct staff support. This also includes time waiting for Lift+ Transit rides at CLS and ESS sites or when fading out support at a business or individual's home.