

TOPIC: Administration	SUBJECT: Paperwork While Supporting	Code: AD148
		Date of Issue: October, 1995
		Revised: May, 2019
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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 when office time is not available.

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 only 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.

With the reduction in staff's office paperwork time, staff are encouraged to be organized and use "non supporting time" effectively. All documentation must be completed and filed at the office weekly by fax or in person **EXCEPT FOR INCIDENT REPORTS WHICH ARE TO BE HANDED/ FAXED INTO THE OFFICE AS PER AD082.**

STAFF ARE TO SPEAK TO THEIR MANAGER TO ASCERTAIN IF THERE ARE ANY SPECIAL CONSIDERATIONS THAT APPLY TO THE SPECIFIC PEOPLE SUPPORTED BY THEIR MODULE.