**Client Documents Checklist**

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| **Contents in folder** | **Section details (Mandatory Documents)** | **Tick if Available** |
| **Support planning** | * Client Profile and Support Information
* Day to day routine
* Entry and exit checklist
* Application form
* NDIS plan
* Risk assessment/management
* Service Agreement
* Residential/SDA Agreement (if Applicable)
* Medication Treatment sheets
* **Health notes** (relating to specific health concerns, doctors’ appointments, etc..)
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|  | **Section details (Other required Documents)** |  |
| **Behavior support/specialist reports** | * Behavioral Assessment Report
* Managing incidents behavior safety plan **(behavior support plan)**
* Speech pathologist report (including visuals cues) –if applicable
* OT report
* Psychologists Initial Report (NDIS)
* Community Access guidelines
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| **Individualized documents** | * **daily progress notes**
* Day Report Book
* Asset register
* Weight monitor **–**if applicable
* Weekly menu/ shopping list
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| **Health planning** | * Health Support Summary Needs- if applicable
* Specific Health Management plans – if applicable
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| **Health notes/ Hospital admission documents** | * Hospital admissions forms
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| **Section 7****CHAPS** | * Comprehensive Health Assessments (CHAPS)- *for long-term respite residents.* ***N/A***
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| **Treatment sheets/doctors forms** | * Medication administration blank sign sheets (for future dates- includes webster pack and original container)
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| **Incident reporting/ Complaint/ Feedback**  | * Incident reports
* Complaint Form
* Feedback Form
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