

Table of Contents

AFH Individual Record

Section 1: Individual Information

- ★ Individual Summary Sheets
- ★ Guardianship or Health Care Representative document, as applicable
- ★ Historical Information, Evaluations
- ★ Eligibility Statement

Section 2: Individual Support Plans

- ★ Current ISP or Crisis ISP
- ★ Current IEP or Vocational Plan
- ★ Behavior Support Plan and Functional Assessment, if applicable
- ★ Bill of Rights and House Rules signed at entry and annually
- ★ Entry/Exit Meeting Documents

Section 3: Progress Notes/1:1 Staffing Records

Progress Notes must be written at least monthly, summarizing progress on ISP supports, medical, behavioral, or safety issues or any other events that are significant to the individual

Section 4: Physician Orders and Medical History

- ★ Physician Orders: *Signed by physician with most current on top*
- ★ RN Records, if applicable: RN Service Plan, Assessment, Notes, Delegations
- ★ Balancing Test
- ★ Protocols: Seizures, Constipation, Aspiration, Dehydration, others as needed

Section 5: Medication Administration Records

- ★ Medication Administration Record: *Most recent on top*

Section 6: Incident Reports

Send a copy to the services coordinator within 5 days, keep copy in file

Section 7: Financial

- ★ Cash Ledger, Bank Ledger and Statements, Receipts, Bills
- Cash must be kept locked*

Section 8: Personal Property Record

Must be reviewed annually for accuracy

Section 9: Correspondence