

## What You Need To Know About ASC Documentation Policies

---

- People will be writing information about you in different places and you can read it or look at it, or have it read to you
- Your information is personal and private. Only some people can see this information:
  - You,
  - People that work with you,
  - Your guardian, and/or,
  - Others that have permission to see it.
- There is a file room at ASC that has a file with your name on it. This file has information about you in it. Information about you may also be in your home or other areas. All information about you is kept in a safe, private place no matter where it is.
- You have a right to know where this information is being kept.
- The law says that you can see what is being written about you. If you want to see or get copies of this information, talk to your guardian, someone you trust or people who work with you.
- The law also says that you can only see other people's information in special cases.
- People working with you may be writing information about your:
  - Health
  - Money
  - Goals
  - Job
  - Mail
  - Reports
  - Daily activities and
  - Choices/decisions
- People working with you will review your written information to make sure that your:
  - Information is written correctly,
  - Information is filed correctly,
  - Privacy is respected.
- People working with you write about you in many places. These are a few:
  - Log Notes: Your name might be written here. The notes will tell you where other information is written about you.
  - Contact Notes: These are the notes that tell about your day.
  - Medical Notes: These are the notes that tell about your health.
  - Updates and/or Summary Reports: These are short reports that are used to share information about you.
  - Personal Profile: Important information that might be needed in a hurry is written here. Your picture may be on this sheet.

Binder(s):	Adult Services, Family Support Services					Page:	1 of 2
Section(s):	Documentation	R	02-05-09	R/R	Mar/14	R/R	Oct 17/18
Program Area(s):	Adult Disability, FSS-Disability						

***What You Need To Know About Documentation Policies Handout Continued . . .***

---

- Incident Reports- These are used to record information about concerning situations. For example poor health, broken property, actions that could create risk; because we may need to help you differently.
  
- When people working with you write about you, it must:
  - Be true,
  - Show respect,
  - Be signed by the person who wrote it.
  
- All of your files are saved for you.

Binder(s):	Adult Services, Family Support Services					Page:	2 of 2
Section(s):	Documentation	R	02-05-09	R/R	Mar/14	R/R	Oct 17/18
Program Area(s):	Adult Disability, FSS-Disability						