

## Manual of Administration

<b>TOPIC:</b> Administration	<b>SUBJECT:</b> Paperwork While Supporting	<b>Code: AD148</b>	
		<b>Date of Issue:</b>	October 1995
		<b>Revised:</b>	October 2015
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**PURPOSE:** To clarify what paperwork can be completed when supporting and when it is appropriate.

**DEFINITION:**

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

**The paperwork must be relevant to the individual staff is supporting.**

- Summaries of the individual's activities/job sites
- 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
- Update medical/dental information

**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.

To maintain confidentiality, staff are not to work on paperwork or make phone calls that pertain to another person unless confidentiality can be maintained. Staff may not make or take personal phone calls during this time.

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 **EXCEPT FOR INCIDENT REPORTS WHICH ARE TO BE HANDED 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.***