Service Delivery Binder
Table of Contents

- Face Sheet - This should include Emergency Contacts and other important team members. Medical information and diagnosis and medications the individual is currently taking. All other relevant information for the individual.)
- Service Delivery Documentation Packet (Tracking, HPC and transportation sheets)
- Outcome Documentation
- Individual Specific Tracking information, (Seizure log, behavior log, output/intake log etc...)
- Current ISP and all revisions during that span (HPC documentation sheet should reflect most current ISP)
- Signature Page with ISP - Staff Acknowledgement of reading and understanding current ISP (Agency)

Medical Binder
Table of Contents

- Medication Administration Record (MAR)
- Controlled medication Daily Count Form (If Applies)
- Health Consultation's (After Visit Summaries)
- Standing Orders for All medications
- Medication List including Side effects
- Medication Disposal Forms
- PRN medication Form
- Blank Incident report forms (for medication Error documentation)

Agency Only
- Page with typed list of current staff names- Have staff Initial next to their names
- Record of current staff Med Admin Certifications
- Individual Specific Training (Staff acknowledgement of individuals med admin needs & proof of training prior to first med pass)
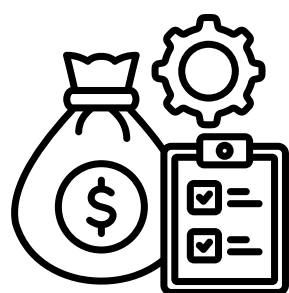
Finance Binder
Table of Contents

- Petty Cash Log
  - Pouch or device to hold funds
  - Blank pages to tape/staple receipts
- Food Stamp Log
  - Pouch to hold card
  - Bland pages to tape/staple receipts
- Gift Card Log (Separate log for each gift card)
  - Pouch to hold cards
  - Blank paper to tape/Staple receipts
- Monthly reconciliation report (All documentation should be reviewed at the end of each month and there should be documentation of this review)