

Van Binder

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Mileage Sheets

Client Pictures with Name Under Each Picture

Client Demographics with Contact Numbers

Insurance and Registration

Vehicle Location Sheet (Monitor Handicap Placard Expiration Date)

Monthly Van Checklist. (Monitor Maintenance Checks)

Accident Reporting Form

Wex Card Information

*Make sure there is a mounted fire extinguisher, roadside assistance kit, first aid kit with gloves are in the van at all times.

CLIENT BINDER

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PICTURE - CURRENT PHOTO OF THE INDIVIDUAL

IDENTIFYING INFORMATION

- CONTACT LIST
- UPDATED CONSUMER DEMOGRAPHICS
- COPY OF UPDATED ID
- COPY OF BIRTH CERTIFICATE
- COPY OF SOCIAL SECURITY CARD

INSURANCE

- COPY OF MEDICAID CARD
- COPY OF MEDICARE CARD
- COPY OF ANTHEM OR UNITED HEALTH CARE CARD
- COPY OF ANY OTHER CARDS (WELLCARE, AARP, SILVERSCRIPT, ETC.)

MEDICAL

- INDIVIDUAL SPECIFIC TRAINING/DELEGATION FORM (MEDS)
- SELF ADMINISTRATION ASSESSMENT –ORAL AND TOPICAL MEDICATION (LOCATED AT END OF ISP USUALLY COMPLETED BY NURSE OR SSA) REDO EVERY TWO YEARS
- PHYSICIAN'S ORDER PRINTED EACH MONTH
- BLANK MAR PRINTED EACH MONTH
- BEDTIME AUTHORIZATION FORM (DONE YEARLY)
- DO NOT RESUSCITATE ORDERS (DNR)
- OVER THE COUNTER MED FORM (FROM THE ANNUAL PHYSICAL)

ANNUAL SERVICE PLAN

- ISP -- INDIVIDUAL SERVICE PLAN & CURRENT SIGNATURES (MAKE SURE PREVIOUS SIGNATURE SHEET IS FILED IN PROVIDE)
- CURRENT OUTCOMES LISTED AS A REMINDER OF WHAT GOALS ARE FOR THE CURRENT YEAR (USE THE AUDIT REPORT).

RELEASES AND LEGAL DOCUMENTS

- CILC RIGHTS AND RELEASE OF INFORMATION
- GUARDIAN PAPERWORK
- POWER OF ATTORNEY
- BURIAL INFORMATION
- STAFF AREA CONSENT FORM

TRAINING

- CLIENT BIOGRAPHY
- CLIENT SPECIFIC TRAINING (if applicable)

INVENTORY

- INVENTORY GUIDELINE
- INVENTORY RECORDS (REPLACE YEARLY)

FORMS

- MEDICAL APPOINTMENT TRACKING FORM
- 4 COPIES OF MEDICAL APPOINTMENT SHEET
- 2 BLANK COPIES OF LAB
- 2 BLANK COPIES OF ANNUAL PHYSICAL FORM
- 2 BLANK COPIES OF DENTAL SHEET
- 2 BLANK COPIES OF HEARING FORM
- 2 BLANK COPIES OF VISION

Communication / Training Binder

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Communication Log Notes

Program Record (Keep for 30 days, then scan to Provide)

Contact Information

Important Phone Numbers for the Program Including Staff

Duty List

Printed Duty List for Each Shift

Staff Meeting Agenda / Minutes

Sign in Sheets Attached to the Agenda/Minutes for the year

Visitors Policy and Sign In/Out Sheet

Program Specific Training Sheet (Sign and Date the Back)

New Employee DSP Training (send to HR when completed)

Trainings (Use sign in sheet for each)

DSP Training Sheet: Reporting Work and Things to Report

Packaging Meds

Quick Mar Training and How to fill out a paper MAR

UI/MUI Training

Fire Drill and Severe Weather Drill Trainings and Schedules

How to enter a fire/severe weather drill

Van Training includes: seatbelts, tie downs, lift etc.

Stand Alone trainings: (epi pen, VNS, OTC topical for cleansing/comfort of hair, nails, skin and teeth). Only one training sheet is needed for the program. Have staff sign the back page of each training sheet.

Other Trainings:
