

## PATHWAYS ABILITIES SOCIETY

### **POLICY: PERSONS SERVED FILES AND RECORD OF EFFECTS**

**Applies to:** All Personnel, Volunteers, Persons Served, Families, Advocates and Caregivers

Every person Pathways Abilities Society provides service to has his or her own personal binder. The purpose of the binder is to keep copies of original documents and written correspondence that otherwise cannot be kept on ShareVision our main computerized data collection source.

Information that is outdated is scanned and uploaded to the person's ShareVision site. Once completed unless as specified below, the information is shredded.

When a person exits service, the content of the binder is uploaded to their ShareVision site and current signed paper copies of documents are retained for a 10 year period.

Each person is entitled to review the information contained in his or her own personal binder and on their ShareVision website. Individual's binders cannot be taken offsite without prior written approval as outlined in Pathways Abilities Society policy.

The following tables identify the order of the content and section titles for each binder in the specific service area. The tables also outline how long the information must be kept (retention period) in the appropriate section or file unless it is returned to the contracting body as outlined in contracts or policy.

Within the various sections of each binder the following information will be contained: The person's: name, address, telephone number, date of birth,\*social insurance number, sex, height, weight, eye color, medical number, \*immunization and TB screening, service start date, address and telephone number of an emergency contact, next of kin, medical and \*dental practitioner,\*government worker(s), and health and disability information. The information with an asterisks\* beside it is voluntary. Sections that are not relevant will have a "Not Applicable" page inserted.

The Consent and Community Support form and protocols are completed when a person starts service, updated as required and new forms completed annually unless otherwise specified on the document(s).

Individuals, their family and/or caregivers are responsible for notifying Pathways Abilities Society if there is a change in the person's information.

All Service Areas except Residential and Home Share:

<b>Section Title</b>	<b>Binder "Original" Section Retention Period</b>
<b>Individual Information</b>	
Picture	Life of Binder, update periodically
Individual Information Sheet	Most current, updated annually

<b>ISP Plans and Contracts</b>	Most current, previous are uploaded to ShareVision
<b>Community Support and Consent/Designated Decision Maker Information</b>	- Most current Community Support and Consent form previous are uploaded to ShareVision - Most current documentation regarding designated decision makers, Representation agreement, legal guardianship previous are uploaded to ShareVision
<b>Employment &amp; Volunteerism</b>	
Employment Services Participation Agreement	Most current previous are uploaded to ShareVision
Resume	Most current previous are uploaded to ShareVision
<b>Protocols and Support Plans</b>	Most current previous are uploaded to ShareVision
<b>Medication and Health Information</b> (MAR Sheets, Health Care Plans, Drug Disposal Forms, etc.)	1 calendar year of the most current, previous are uploaded to ShareVision annually
<b>Intake</b>	
Referral	Life of the Binder
Applications	Original and the most current, the Life of the Binder
Discovery	Life of the Binder
Completed Person Receiving Service Orientation Checklist	Life of the Binder
<b>Miscellaneous Forms and Correspondence</b>	3 years, previous relevant documents are uploaded to ShareVision

Residential (licensed facility):

Order of information, <b>BOLDED is tab section title</b>	<b>Binder “Original” Section Retention Period</b>
<b>Pouch</b> containing identification (medical card, passport, birth certificate, etc.)	
<b>Individual Information</b>	
Picture	Life of the Binder, update periodically
Individual Information Sheet	Most current, updated annually
<b>ISP Plans, Residential Care Plans, Contracts and Daily Routines</b>	Most current, previous are uploaded to ShareVision
<b>Community Support and Consent/Designated Decision Maker Information</b>	- Most current Community Support and Consent form previous are uploaded to ShareVision - Most current documentation regarding designated decision makers, Representation agreement, legal guardianship previous are uploaded to ShareVision

<b>Protocols and Support Plans</b>	Most current previous are uploaded to ShareVision
<b>Medication and Health Information</b> (MAR Sheets, Health Care Plans, Drug Disposal Forms, Consent for Transport, etc.)	1 calendar year of the most current, previous are uploaded to ShareVision annually
<b>Medical Visit Reports</b>	1 years is maintained in the binder, all forms are uploaded to ShareVision
<b>Intake</b>	
Applications	Original and the most current, the Life of the Binder
Completed Person Receiving Service Orientation Checklist	Life of the Binder
<b>Miscellaneous Forms and Correspondence</b>	3 years, previous relevant documents are uploaded to ShareVision

Home Share:

Order of information, <b>BOLDED is tab section title</b>	<b>Binder “Original” Section Retention Period</b>
<b>Individual Information</b>	
Picture	Life of the Binder, update periodically
Individual Information Sheet	Most current, updated annually
<b>Plans</b> (ISP, Residential Care Plan, Contracts, etc.)	Most current, previous are uploaded to ShareVision
<b>Community Support and Consent/Designated Decision Maker Information</b>	- Most current Community Support and Consent form previous are uploaded to ShareVision - Most current documentation regarding designated decision makers, Representation agreement, legal guardianship previous are uploaded to ShareVision
<b>Protocols and Support Plans</b>	Most current previous are uploaded to ShareVision
<b>Health Miscellaneous</b>	3 years, previous are uploaded to ShareVision
<b>Disability Information</b>	Life of the Binder, update periodically
<b>Intake</b>	
Applications	Original and the most current, the Life of the Binder
Completed Person Receiving Service Orientation Checklist	Original and the most current, the Life of the Binder
<b>Miscellaneous Forms and Correspondence</b>	3 years, previous relevant documents are uploaded to ShareVision

Active bargaining unit and management personnel files are audited and updated annually in the month of January. Volunteer files are audited and updated annually in the month of March. Person served employee files are audited and updated annually in November. Information that is expired or updated will be destroyed as outlined in the Pathways Abilities Society Confidentiality and Release of Personal Information policy and procedures.

Effective/Revision Date

1993  
 April 28, 2003  
 January 26, 2004  
 May 30, 2005  
 June 12, 2006  
 April 7, 2008  
 September 29, 2008  
 December 18, 2008  
 May 17, 2010  
 July 29, 2010  
 September 12, 2011  
 December 21, 2012  
 March 4, 2013  
 June 10, 2013  
 September 16, 2013  
 July 21, 2014  
 July 20, 2015  
 September 19, 2016  
 March 26, 2018

Board Approval

1993

Date Approved

1993  
 April 28, 2003  
 January 26, 2004  
 May 30, 2005  
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 April 7, 2008  
 September 29, 2008  
 December 18, 2008  
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 March 26, 2018