

# RECORD KEEPING

## DOCUMENTATION

- Keep all of your documentation current and up to date
  - You should document all services you provide as soon as you are able
  - BEST PRACTICE- Have an active file with your current documentation as well as the individual's service plan that corresponds with the document and maintain any prior span documentation along with the service plan, clearly labelled
  - Keep your documentation easily accessible
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## UI / MUI

- Keep copies of all Incident Reports that are completed
  - Maintain a monthly UI Log, even if you have 0 incidents
  - Complete, submit and retain for your records the Annual MUI Analysis
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## YOUR TRAINING

- Maintain records of ALL trainings you complete and all certificates you receive
  - It is your responsibility to ensure you are in compliance with all training requirements and have the documentation / certificates to prove you have completed all requirements
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## YEARLYTIMELINE FOR DOCUMENTATION AND RECORDS

### COMPLETE UP TO DAILY-

- Service documentation
- Incident reports (if they occur)

### COMPLETE MONTHLY-

- Completed and signed service documentation
- UI Log (even if there are 0 incidents)

### ANNUALLY

- MUI Analysis
- Your training
  - CPR/FA Training may be every other year