

West Virginia Title XIX Home and Community Based MR/DD Waiver Clinical/Client Records Requirements

Residential Location

1. Personal demographic/emergency contact form (Revised DD1). If community activities are planned, a copy will be taken in a sealed envelope for emergency use only
2. Current complete IPP including current psychological, social and physical evaluations and IEP if there is one
3. Current behavior support plans as appropriate including necessary data sheets, info necessary for day to day behavior management implementation
4. Activity schedule
5. Current doctor=s orders for every medication administered at that site, even if the client self administers
6. Nurse=s notes (may be archived after 90 days)
7. Daily residential habilitation documentation or staff notes for past 60 days (may then be archived)
8. Current MARs for past 90 days
9. Copies of other pertinent medical or evaluative information relevant to treatment.
10. Monthly summary of medications, doctor=s orders, nursing concerns, progress, problems supplied by service coordination agency

Day Habilitation/Day Treatment

11. Personal identification/demographic sheet and emergency contacts including guardian contacts (Revised DD1)
12. Current complete IPP including current psychological, social and physical evaluations and IEP if there is one
13. Current behavior support plans as appropriate including necessary data sheets, info necessary for day to day behavior management implementation
14. Programmatic data collection for past 60 days (may then be archived)
15. Monthly summary of medications, doctor=s orders, nursing concerns, progress, problems supplied by service coordination agency
16. Current incident reports and APS forms relating specifically to the client, with other consumer names coded (past 12 months worth)

17. MARs for past 90 days as necessary for medications administered on Day Program site
18. Activity schedule

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Community Day Habilitation

19. Personal identification/demographic sheet and emergency contacts including guardian contacts kept in sealed envelope and updated monthly (Revised DD1)
20. Appropriate data collection sheets

Natural Family Locations

1. Behavior Support Plans if indicated, along with appropriate data sheets if any
2. Complete IPP and IEP if there is one, supplied by service coordinator
3. Community Residential Habilitation documentation
4. MARs and doctor-s orders, if medications are administered by agency staff

- The natural family is entitled to any and all information upon request, including the Revised DD1, current psychological, social and physical evaluations, activity schedules, copies of the monthly summary by the Service Coordinator, medical records, etc.

Note: This summary of clinical records does not include any information the facility may be required to keep in an administrative file or in a location on site. For example, each home/facility (other than natural family) will be required to maintain a central file of incident reports, divided by client, with copies of internal investigations and actions taken as a result of investigation attached. Additionally, each facility will be required to train staff regarding sensitivity to security and confidentiality of consumer records and discrete storage of each consumer-s clinical records (such that they cannot be reviewed by non-eligible individuals).