

A NEW LEAF, INC.
CFH Program Records System



It is the policy of A New Leaf, Inc. to maintain accurate, current, and complete participant and administrative records. Each participant record must support the individual's choices, interests, and needs which in turn provide the support for verifying each type and amount of service that is provided to the participant. Each record system will provide past and current information and will be kept strictly confidential.

1. INTAKE APPLICATION/PROFILE (current information-updated as needed or checked annually)
2. HIPAA, PARTICIPANT RIGHTS & GRIEVANCE POLICY (Signed/Dated)
3. MEDICAL/SOCIAL INFO (Hist/Physical (e.g. MCE), Med/Soc, CFH Soc. Info, Psych. Eval., Med. Auth.)
4. FUNCTIONAL ASSESSMENT (Dev. Eval. & SIB-R)
5. ISP (also Addendums, 6-month & Annual Status Reviews)
6. PROGRAMS (master copies)
7. BEHAVIOR PLAN(S) (if applicable)
8. PROGRAM DATA (monthly)
9. SERVICE PROGRESS NOTES (Program Coordinator)
10. MED LOGS (if applicable)
11. PROGRESS NOTES (CFH, may be used as Incident/Accident reports)
12. PROVIDER INFORMATION
 - A. JOB DESCRIPTION
 - B. COMMUNICABLE DISEASE STATEMENT
 - C. COPY OF MED CERT
 - D. COPY FIRST AID/CPR CERT
 - E. CRIMINAL HISTORY CHECK
 - F. TRAINING HOURS
 - G. FINANCIAL TRACKING
13. QA (file reviews and annual satisfaction survey, if applicable)
14. CORRESPONDENCE (faxes, e-mails, letters, etc.)