
Supported Independent Living Documentation in Alliance Information Management System (AIMS)

POLICY:

A permanent and ongoing chronological record of a person's status, activities, and support requirements will be maintained. This record is a legal document that provides an accurate reflection of a person's health, social status and a summary of work done by the OPTIONS NORTHWEST employee. Documentation should include a reference to any and all supports provided, as well as follow up entries indicating the effectiveness of the provided supports into the AIMS portal.

PURPOSE:

To provide a written summary of key events and supports provided so that all employees are informed on a 24hr basis of the person's status. Documentation is completed in a timely and accurate manner that meets the requirements of OPTIONS NORTHWEST and the Ministry of Community, Children and Social Services.

PROCEDURE:

1. As soon as possible after starting their shift, all employees will read all recent entries in the AIMS Communication Log and in the AIMS Service Activities, as well as all other related documentation required to ensure continuity of care.
2. Before the end of each of the day, evening, and night shifts, the person responsible for working in the area of Supported Independent Living for that shift will enter a report in the AIMS portal that addresses the time spent, type of service, and Service Activity note – individual's profile section for each person the employee worked with.
3. The report will include the date, the time covered by the report, and a summary of pertinent events pertaining to the person supported and services delivered.
4. Any pertinent information that is related to a person supported should be entered in the AIMS Service Activities section and attached to the person's profile, i.e. recreational activities, appointments, or anything that is atypical behaviour that may have been addressed. This is a summary of key events.

5. Any and all face to face work done at the Hub at 95 N. Cumberland office will be documented in AIMS under AIMS Service Activities.
6. Any work related communication between employees or between employees and Supervisor that is not directly related to the person supported shall be entered into the AIMS Communication Log.
7. Medical appointments are documented in AIMS under Medical, Clinical, Clinical Visits section with a notation also stated in AIMS Service Activities directing people to view the medical tab.
8. Changes needed to the overview page can be requested by messaging the AIMS Administrator.
9. Uploading of documents can be requested to be completed by the AIMS Supervisor or AIMS Administrator.
10. Supervisor will review all entries that apply to the SIL employees that were entered in the AIMS portal.

RECOMMENDED BY: Executive Director

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: November 2021

AUTHORIZED BY: Executive Director

SIGNATURE: _____

