

Policy & Procedure Manual

ADMISSION OF RESIDENTIAL CLIENTS – RR-I-11

POLICY:

The Director - Client Services or designate shall provide written notification with the minimum client information required to Records to complete the necessary forms and registers and assign a casebook number using the unit-serial numbering system.

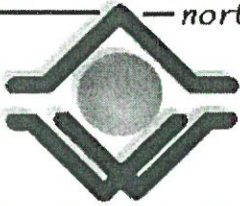
PURPOSE:

To ensure that accurate and timely records are maintained for each residential client.

To ensure continuity of numbering casebooks/records and that no duplication of client number has occurred.

PROCEDURE:

1. The Director - Client Services or designate shall provide written notification to Records with the minimum information to establish a casebook. This includes Given & Surname, Date of Birth, Date of Admission, Health Card Number, Copy of Birth Certificate (or original), Social Insurance Number, Previous Address (ie: where they were admitted from), Parent's/ Guardian's Given & Surname, Parent's/Guardian's Relationship to Client, Parent's/Guardian's Address, Parent's/Guardian's Home and/or Work Phone Number and Alternate Contact Information.
2. Using the information, Records will determine if this is a re-admission or new admission. If this is a re-admission to the Residential Program, Records will update the Client Master Index with the Re-Admission Date as well as the Admission Code (ie: where admitted from). Any other information will be updated, as required. If this is a new admission, a Casebook/Record number will be allocated in the range of 999 to 1999 and the Client Master Index will be updated.
3. The Residential Supervisor shall be provided with a casebook which includes sufficient forms so that residential staff can start charting upon admission of the client and identifies the client's casebook/record number which is utilized on all forms, reports and correspondence related to the client.



Personal Support Services

POLICY: RR-I-11
DEPARTMENT: Records
CATEGORY: Records Administration
EFFECTIVE DATE: January 2006
SUPERSEDES VERSION DATED: January 1998
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4. Records shall ensure the Client Master Index, client cards and client census listing on the computer network are updated.

RECOMMENDED BY: Manager of Finance

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Client Services
Administration, Client Services

ORIGINAL POLICY DATE: March 1987

AUTHORIZED BY: Executive Director

SIGNATURE