

## **7.7 Documentation & Record Keeping Policy**

BACI must demonstrate accountability to all stakeholders. One way to demonstrate accountability is by maintaining documentation and records that are accurate and up to date.

Employees, who record information and maintain documentation, have both an ethical and legal (based on contractual requirements) obligation to ensure documentation and records are appropriate, relevant, objective, and specifically linked to the service/support provided. This is an important component of BACI's Quality Assurance and overall monitoring processes.

Examples of record keeping and documentation required and maintained by BACI include:

- Individual Support Plans
- Family Service Plans
- Home Visit Records
- Daily Logs
- Contractual Reports
- Intake/Program Registration Documents.

Documentation and records must be written in a timely manner to ensure the information is as accurate and specific as possible. Each program/service will maintain procedures, which define the timelines for record keeping and documentation.

### **Linking Policies:**

- 1.3 Quality Assurance
- 1.3a Quality Assurance – Children's
- 1.8 Code of Ethics
- 1.12 Accreditation Policy
- 2.1 Accessibility Policy
- 3.12 Reporting Critical Incidents Policy
- 7.1 Individual Support Planning Policy
- 7.2 Personal Service Planning Policy
- 7.3 Individual Support Plans (Care Plans)
- 7.4 Service Transition Policy
- 8.1 Privacy Protection for Individuals Policy
- 8.2 Privacy Policy – Plain Language
- 8.4 Records Management
- 8.5 Internet Usage