

## APD and MHA Resident Record Books – Table of Contents

### Part One: Resident Information

- Resident Information Sheet (with up-to-date emergency contact information)
- End of Life Documentation (e.g. POLST, Advance Directive, DNR)
- Letter of Guardianship if applicable
- Letter of Conservatorship if applicable

### Part Two: Care Plan and Behavioral Support

- Signed and Reviewed Care Plan
- Behavior Support Plan if needed
- Exception Request for Out-of-Class Resident if needed
- Approved Exceptional Rate Payment Request with Staffing

### Part Three: Medical Information

- **NOTE: Current MARs, Physician Orders, and PRN Guidelines are kept in the home's separate MAR binder**
- Nursing Delegations if needed
- Nurse and Healthcare Professional Notes
- MARs for Last 6 Months
- Approved Restraints, if needed
- Balancing Test, if needed

### Part Four: Admission Information

- Signed Residents' Bill of Rights
- Residency Agreement
- Private Pay Contract or Room and Board Agreement
- Long Term Care Assessment Notice
- Screening Form
- Interagency Exception Placement Form, if needed
- Out of Class Exception Form, if needed
- Personal Possession Inventory Record
- Authorization for Release of Information (ROI)

### Part Five: Progress Notes and Tracking

- Incident Report
- Progress Notes
- Activity Log
- Individual Financial Records (tracking), if needed

**Note:** Maintain a readable and accessible Resident Record by archiving older information to a separate location.