

## Family Shelter Parent Record Check Sheet

### Use:

- This check sheet can be used at admission as a quality assurance tool to ensure that all forms are administered with the resident.
- This check sheet can be placed in front of the resident's record and referred to throughout resident's stay.
- This check sheet can also provide a suggested layout and organization of the record.
- Staff should sign their initials in the initials column after administering each form and placing it in the resident's record.
- The auditor can then verify that all record components are completed and signed to meet regulatory requirements before signing the bottom of this check sheet.

### Specialization/Enhancements:

- Some of the items listed on the check sheet are not included in the Family Shelter Model Record. It is expected that programs have their own forms for the following: Handbook, Grievance procedure, Biopsychosocial Assessment (optional), and Critical Incident Report. This check sheet also gives triggers for the following items to be added to the record: Admission and Discharge MIS, documentation of TB test, copy of outpatient treatment plan and DSS Service Plan, Biopsychosocial from outpatient treatment provider, and a discharge letter to IHR and DTA.

### Regulatory Components that should not be deleted when tailoring this check sheet to your program:

- Although this check sheet is not required by *the Massachusetts Department of Public Health, Bureau of Substance Abuse Services Family Substance Abuse Shelter Guidelines* (October 27, 1998), the team strongly recommends using it to create a complete record.
- This check sheet can be tailored to meet your program's needs. Please make sure when tailoring this check sheet that you adhere to the DPH, BSAS guidelines mentioned above.

## Intake Disposition Letter

### Use:

- This letter can be mailed to the Institute for Health and Recovery (IHR) when a resident is not admitted into the program.

### Specialization/Enhancements:

- This letter can enhance a program's Pre-Admission Documentation.

### Regulatory Components that should not be deleted when tailoring this letter to your program:

- This letter is not required by DPH, BSAS guidelines.