

## Table of Contents – Client File

- I. **Emergency Information**
  - Face Sheet/Emergency Contact Information
  - Photograph of Client with physical description
  - Allergy Documentation
- II. **Admission Documents**
  - Admission Agreement with Rate Page
  - Consent for Medical Treatment
  - Client Rights and House Rules
  - Financial Documents (POS Records, SSI/Social Security Correspondence/Records, Medi-Cal)
  - Conservatorship/Legal Guardian Documentation
- III. **Regional Center**
  - IPP
  - Annual Review or Consumer Profile
  - CDER
- IV. **Facility Reports**
  - Semi-Annual/Quarterly Reports
  - Behavioral Assessment (Level 4)
  - Annual Treatment Plans (Level 4)
- V. **Consultant Logs (Level 4)**
- VI. **Client Notes**
- VII. **Special Incident Reports**
- VIII. **Medical**
  - Annual Physical Exams and T.B. Clearance
  - Physician Notes
  - Weight Records
  - Immunization Records
- IX. **Lab Work**
  - Lab work/X-rays
- X. **Dental Exams**
- XI. **Medication Records**
  - Centrally Stored Medication and Destruction Record
  - Medication Logs
- XII. **Neurological Consults**
  - Seizure Records
- XIII. **Psychological/Social Assessments**
  - Psychiatric/Psychological Consults
  - LCSW/QMRP Consults (Group Homes)
- XIV. **Day Program/School**
  - IEP/Day Program Progress Reports and ISP-s
- XV. **P & I Ledgers and Supporting Receipts**
- XVI. **Miscellaneous**
  - Personal Inventory Record