

ADMINISTRATIVE POLICY

- 1 All persons served are ensured access to their personal records. Access to individual records for persons served will be implemented using the following steps:
 - 1.1 The person or their conservator will make his/her request to review records to the Program Supervisor or Manager, who will then set up a time to review the records with the person. The Supervisor or Manager may review the records with the person served or may designate a Community Support Specialist/Job Coach to review the records with him/her.
 - 1.2 Staff will ensure the person has privacy from peers and other staff while he/she is reviewing his/her records.
 - 1.3 Staff will remain with the person during the record review to ensure that records remain intact and to answer questions and help locate specific information in the records.
 - 1.4 Staff will make an entry in the person's ID notes that reflects the review of his/her records.

POLICY DATE: February 1996

REVISED: May 2004

REVISED: August 2007

REVISED: September 2014

REVISED: July 2015

REVIEWED: September 2016

REVIEWED: October, 2017