

# Paperwork Storage Protocols Knowledge & Experience

*Instructions: Read the key points below in regard to each of the three sections. Follow the directions after each key point.*

## **QoL Green Book**

- ◆ The QoL Green Book contains the Individual's paperwork, including the current Plan of Care and ISP.
- ◆ It is the place to maintain your daily and monthly documentation, including Monthly Medication Sheets, Daily QoL Sheets, and Bi-monthly Billing Sheets.
- ◆ It contains blank paper at the back, as a place for caregivers to communicate about issues relating to the Individual's care.
- ◆ Never take the QoL Green Book from the home. When you go into the community with the Individual, take the Red Folder (see below).

*Refer to the "Protocol for Quality of Community Life (QoCL) and Quality of Mentoring Life (QoML) Green Books" (PF-001 & 003). Open the Individual's QoL Green Book and flip through it, using the Protocol sheet to identify the sections and their contents.*

## **Red Folder**

- ◆ The Red Folder contains Emergency Information relating to the Individual. Take this folder when you go into the community, and use it in case of emergencies.

*Refer to the "Protocol for Quality of Community Life (QoCL) Red Folder" (PF-004). Open the Individual's Red Folder and look through the information.*

## **Black Bag**

- ◆ The Black Bag is a place to store all information and materials related to Globe Star in the Individual's home or apartment, as needed, such as:
  - ▶ The QoL Green Book
  - ▶ The Red Folder
  - ▶ Extra blank documentation forms, including:
    - QoCL-004 Reimbursement Invoice
    - QoCL-015 Daily QoL Sheet
    - SF-018 Incident Initial Report
    - Medication Sheets
    - Time Sheets
    - Any forms the caregivers need on a regular basis
  - ▶ Daytimer materials
  - ▶ Any applicable teaching materials
  - ▶ Any tools for working with the Individual, such as PECS cards, etc.
  - ▶ Any other information needed by the caregivers in the home on a regular basis

*Refer to the "Protocol for Maintaining QoCL Sheets in Each Home" (PF-031). Locate the Black Bag and look through the contents.*