

Paperwork Storage Protocols Study Guide

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 enclosed "Protocol for Quality of Community Life (QoCL) and Quality of Mentoring Life (QoML) Green Books" (PF-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 enclosed "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 enclosed "Protocol for Maintaining QoCL Sheets in Each Home" (PF-031). Locate the Black Bag and look through the contents.