

PATHWAYS ABILITIES SOCIETY

PROCEDURE: LOGGING, DOCUMENTATION, COMMUNICATIONS AND ADMINISTRATION

Applies to: All Personnel and Volunteers

Effective/Revision Date:

1993
April 28, 2003
January 26, 2004
May 30, 2005
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April 17, 2008
September 12, 2011
January 28, 2013
August 1, 2013
June 11, 2014
March 27, 2019
September 23, 2019

Refer to the Person Served Files and Record of Effect policy for filing and concluding documents.

All Service Areas

1. When family, caregivers or individuals notify staff of changes for an individual i.e. the person is in respite, going away on holidays, new medications, health changes, etc. they must notify their supervisor or designate and post the information on the individual's ShareVision page.

Activity Service

1. Starting a shift, read and review:

- The ShareVision Activity Service home page and the agency home page.
- For the people you are scheduled to support; their ShareVision home page, Individual Information, Notables and Goals. Read all entries that occurred since the last shift worked.
- Read Personal Communication books or emails requirements (predetermined reporting information required by the family, person or caregiver). Read all entries that occurred since the last shift worked.
- Review the Individuals and Caregivers Away in Advance ShareVision list. Complete the list if notified a person or caregiver will be away.

2. Completing a shift, document for each person you are assigned to work with:

- Goals and Goal Progress: Actions to achieve goals. Let the supervisor know if goals are concluded.
- Notables: Significant and unusual events specific to the person.
- Personal Communication books or send emails for predetermined reporting information required by the supervisor, family, person or caregiver.

- ShareVision homepage and/or Service Site: Information that is relevant to staff in the service area or agency.
- Review the Individuals and Caregivers Away in Advance ShareVision list. Complete the list if notified a person or caregiver will be away.
- Other miscellaneous reports that may be required by other Pathways policies and procedures i.e. incident reports, medication administration, washroom assistance, etc.

Integrated Career Opportunities (ICO)

1. Starting a shift:

- Staff is required to call in as needed for updates if they do not begin their day at the office.
- Review the ShareVision ICO home page and the agency home page.
- Staff beginning their day at the office, read the Notables in ShareVision for the person you are assigned to work with and document any information that you may have not been able to in the past (see Completing a shift).
- Casual support workers are required to begin their day at the office and read individual's ShareVision site prior to beginning work at the specific jobsite. They will be provided with relevant job site information and requirements.
- Review the Individuals and Caregivers Away in Advance ShareVision list. Complete the list if notified a person or caregiver will be away.

2. Completing a shift, document for each person you are assigned to work with:

- Goals and Goal Progress: Actions to achieve goals. Let the supervisor know if goals are concluded.
- Notables: Significant and unusual events specific to the person.
- ShareVision homepage and/or Service Site: Information that is relevant to staff in the service area or agency.
- Review the Individuals and Caregivers Away in Advance ShareVision list. Complete the list if notified a person or caregiver will be away.
- Other miscellaneous reports that may be required by other Pathways policies and procedures i.e. incident reports, follow-up forms, etc.

3. If staff is unable to complete the above at the end of the shift, you are required to make notes and document when you are in the office next. If the information is of an urgent matter, staff must phone the supervisor and have the information recorded.

Social Ventures

1. Starting a shift:

- Review the ShareVision Social Ventures home page and the agency home page.
- Staff beginning their day at the office, read the Notables in ShareVision for the person(s) you are assigned to work with and document any information that you may have not been able to in the past (see Completing a shift).
- Casual workers are required to begin their day at the office and read individuals ShareVision sites prior to beginning work at the specific jobsite. They will be provided with relevant job site information and requirements.
- Review the Work Orders list in ShareVision to check for specific jobs that you may be required to complete.
- Review the Individuals and Caregivers Away in Advance ShareVision list. Complete the list if notified a person or caregiver will be away.

2. Completing a shift, document for each person you are assigned to work with:
 - Goals and Goal Progress: Actions to achieve goals. Let the supervisor know if goals are concluded.
 - Notables: Significant and unusual events specific to the person.
 - ShareVision homepage and/or Service Site: Information that is relevant to staff in the service area or agency.
 - Record the hours worked for the individuals that you supported in the ShareVision Social Ventures Timesheet list.
 - Complete the Work Orders in the ShareVision list, noting hours worked on jobs, weight of shredding, or recycling pickups.
 - Review the Individuals and Caregivers Away in Advance ShareVision list. Complete the list if notified a person or caregiver will be away.
 - Other miscellaneous reports that may be required by other Pathways policies and procedures i.e. incident reports, follow-up forms, etc.

3. If staff is unable to complete the above at the end of the shift, you are required to make notes and document when in the office next. If the information is of an urgent matter, staff must phone the supervisor and have the information recorded.

Residential

1. Starting a shift:
 - Unlock the medications room and cupboard, take out the daily logbook, turn to today's date and sign your name in the appropriate shift time slot.
 - Record the number of residents in the house when you arrived.
 - Review the Agency, Bouvette or Old Meadows home page in ShareVision. Read all entries that occurred since the last shift worked.
 - At Old Meadows check the communications book on the counter in the medication room. Follow up communications requiring action. Check the wall calendar for chores that are required to be completed or for other events that have been recorded.
 - Take the medication binder out and check through each person's medication charts noting new medications, changes, discontinuations and/or missed medications. Cross-reference the medication charts to the medication rolls.
 - Read the individuals Notables in Sharevision. Note any changes in health, behaviours or routine.
 - Review the home members ShareVision site, Individual Information, Notables, Behaviours Support Plans and Protocols. Read all entries that occurred since the last shift you worked.
 - Document in the required charts i.e. Food Choices, snacks, refrigerator and freezer temperatures.
 - Check daily menus and ensure food products are available (take out any frozen foods required).

2. Completing a shift, document in ShareVision:
 - Notables: Significant and unusual events specific to the person.
 - Goals and Goal Progress: Actions to achieve goals. Let the supervisor know if goals are concluded.
 - Changes to the menu plan – record directly on the posted plan
 - ShareVision homepage and/or Service Site: Information that is relevant to staff in the service area or agency.

- Other miscellaneous reports that may be required by other Pathways policies and procedures i.e. incident reports, follow-up forms, etc.

3. Overnight staff complete the sign in logbook and lines the page to the end indicating the status of the residence.