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COMMUNICATION BOOK

Community Living-Central Huron will use in all 'residential' and 'day activity' settings, a Communication Book, which will be clearly identified as such. The purpose of the Communication Book is to share all pertinent information with regard to program participants, as well as relay other necessary information to Agency Staff.

To ensure information is presented in a consistent, factual, comprehensive, relevant manner, the following guidelines will be adhered to for all Staff when entering information in the Communication Book. Provide a summary, identifying the following areas, each shift:

- a) Concerns, issues (ie. medical, behavioural, etc.).
- b) Brief summary of participants' involvement, activity during shift.
- c) Appointments (overview of appointment, detailed information will be entered in person's individual file; upcoming appointments).
- d) Changes in routine (ie. participants' weekly outing cancelled).
- e) Note any additional information that may be of benefit to the participants and/or Staff.

The following guidelines will be adhered to for recording purposes:

- a) Information should be recorded in the Communication Book using ink. Corrections should be made in ink by drawing one or two lines through the entry, and signed and dated by the person making the correction.
- b) Never erase material from the Communication Book or remove pages or portions of pages.
- c) Each page of the Communication Book should be used. If blank spaces must be left, a line should be drawn diagonally through the blank space and the line signed and dated by the person who is making the entry after the blank space.
- d) Each entry must be dated, specifying shifts, and signed by the person completing the entry.