

SUBJECT: SINGLE OFFICIAL RECORD

EFFECTIVE  
DATE: 12-12-07 (replaces 06-28-02)

APPROVED BY:

Reviewed (no changes): 12-14-09 05-13-11

Executive Director

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POLICY

It is the policy of the McIntosh Trail CSB to have a single official consumer record for each consumer within this agency. The Single Official Record (SOR) will reside with the program that has the most frequent contact with the consumer. The content and organization of the SOR are consistent with medical records policies and procedures developed by this agency.

PROCEDURE

1. Location

- a. If a second diagnosis is identified with a different disability after entry, a meeting will be scheduled by the SOR case manager, to include representation from all relevant programs. A two week notice of the meeting date will be given to all participants. The continuing location of the SOR will be determined by this meeting and will be documented in the consumer record.
- b. The determination of the location of the SOR, when services are provided by more than one program within the same disability, will be made as follows:
  1. DD: If a consumer receives both DD Day and Residential Services, the SOR will reside with the DD Community Residential Services Program. (Private DD Centers will retain their records according to our policies.)
  2. MH: The program that has the most frequent contact with the consumer will retain the SOR.

2. Content

- a. The SOR (single official record) will contain a comprehensive individual recovery plan and reviews, intake and admission certification information, psychiatric/medical assessment and medical information, documentation for all billable services, and any other information determined to be useful in providing and coordinating effective services.

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PROCEDURE (Continued)

2. b. Any of the above information not generated by the holder of the SOR will be forwarded to the SOR Case Coordinator at the following frequencies:
  1. Upon completion: Service authorizations/reviews, psychiatric/medical assessments, and crisis stabilization information upon discharge.
  2. Per Service: All medical forms: psychiatric assessment, medication/prescription record, AIMS, medication administration/laboratory record are to be copied at the time of service and the original sent to the SOR. In the event of a medical/medication crisis, all programs providing services to that consumer would be notified immediately.
- c. Any part of the SOR may be duplicated and maintained in the service sites where the consumer receives services.
3. Organization

The Medical Records Clerk will be responsible for organizing the content of charts according to medical records policies and procedures as outlined in the Organization of Consumers Record Form.
4. Audits

Documentation and appropriateness of service audits will be performed according to Policy 1113.
5. ISRP Review Process: ISRP reviews across disabilities and among programs within the same disability will be performed with either face to face contact from all service providers related to the consumer or a telephone contact. SOR case coordinators will ensure that feedback is received from all programs serving each consumer during the review process. Face to face participation in joint staffings is preferable, but it is recognized that at times a telephone contact is the only possible method of sharing information.