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| **Tab Colour** | **Topic** | **Forms that MUST be included in every participant’s file** | **Forms & Information that MUST be included if relevant to the participant** |
| **1.** | Participant Information | * *CCF-40* Participant Information Form * *CCF-02* Kyeema Intake Form | * All alerts * *HL-16* Ameeyk Intake Form * Behaviour Support Plan (BSP) |
| **2** | Assessments | * *CCF-43* Participant Risk Identification | * *CCF-19* Home Risk Assessment Form (if required) * Risk assessments re: behaviour /BSP * Any other assessment not related to health |
| **3.** | Consents & Acknowledgements | * *CCF-01* Consent to Share Info & Photos   or *CCF-57* Easyread   * *CCF-77* Participant Intake Pack Acknowledgement Form |  |
| **4.** | Correspondence |  | * Emails * Letters * Meeting Minutes/Notes |
| **5.** | Funding & Agreements | * *FF-11* Participant Service Agreement * *CCF-23* Participant Transport Costs & Agreement |  |
| **6.** | Health | * *CCF-09* Medication Purpose Form – Doctor Approved | * *CCF - #* Health Support Plans or Allied Health plans/specialist health reports * *CCF-36* Participant Treatment Sheet – Over-the-Counter Medication * *CCF-28* Participant Treatment Sheet – Summary of Doctor Approved Medication * Location of treatment sheets |
| **7.** | NDIS Plans and Support Planning | * NDIS Plan - current * *CCF-72* Schedule of Supports * *CCF-76* Support Goals & Actions * *CCF-28* Participant Support Plan Changes | * *SEF-07* Employment Assistance Plan |
| **8.** | Outcomes | * Photos of outcomes (if consent given) | * Certificates, cards, examples of participant’s work * Newspaper articles |
| **9.** | Incidents and Behaviours |  | * Incident Reports/Investigations * STAR charts * Behaviour Support Plan |