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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
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