

SERVICE DELIVERY BINDER

TABLE OF CONTENTS

- Important phone numbers for individual served (SSA, Doctors, other providers, other team members)
- Service delivery documentation packet
- Individual specific tracking as necessary (ie, seizure log, ABC behavior chart, sleep log, etc)
- Current ISP and all revisions

MEDICAL BINDER

TABLE OF CONTENTS

- Important phone numbers for individual served (SSA, Doctors, other providers)
- Calendar to track appointments
- Medication Administration Record
- Controlled Medications Daily Count Form
- Medical Insurance Cards
- Health Consultation Form (medical appointment form)
- Standing orders for all medication (copy of script, written order from physician)
- Medication side effects for all medications
- Medication Disposal Form (for DC'ed, expired, or dropped medications)
- Current ISP and revisions
- PRN form
- Blank incident report forms

FINANCE BINDER

TABLE OF CONTENTS

- Petty Cash Log
 - Pouch to hold funds
 - Blank paper to tape receipts
- Food Stamp Log
 - Pouch to hold card
 - Blank paper to tape receipts
- Gift Card Log (one log for each physical card)
 - Pouch to hold card(s)
 - Blank paper to tape receipts
- Monthly reconciliation report

PERSONNEL BINDER

TABLE OF CONTENTS

- Medication Administration Tab, if applicable
 - Proof of Certification
 - Proof of Individual Specific Training (Prior to first administration for any individual, SSA will review OISP with you.)
- Annual Training Tab
 - Proof of training in Handling Personal Funds
 - Online training available at www.meorc.com
 - Proof of annual Training
 - Current Requirements
 - Mylearning.dodd.ohio.gov training titled “Independent Provider – Annual”
 - 6 additional hours that includes:
 - MUI and Strategies for preventing MUI’s
 - Health and Welfare Alerts issued by DODD since previous years training
 - ANY training that falls into one of the following categories:
 - Components of quality care
 - Health and Safety
 - Positive Behavioral Supports
 - Blank training verification forms
 - Available at DODD or through MEORC
- Unusual Incident Report Log
- Current CPR and Current First Aid Cards
- Requirements for transportation – only if billing for transportation
 - Driver’s abstract (renew every 3 years, must be less than 14 days old on first date of transportation)
 - Current Driver’s License
 - Proof of current Auto Insurance policy