

# POLICY AND PROCEDURE GUIDELINES FOR DOCUMENTATION ON AGENCY FORMS

## I. PURPOSE

This policy and procedure is implemented in order to assure compliance with Regulations: Title 175 Chap. 3 005.04C and Title 205 010.01E.

## II. AUTHORITY

This procedure has been implemented with the approval of the Governing Board and/or its designee.

## III. PROCEDURAL DIRECTIVES

The following will be observed when agency staff are documenting on agency forms.

- A. All entries will be written in permanent ink, either blue or black.
- B. Liquid paper/white-out will never be used on legal documents: fiscal documents such as checkbook registers, income and expense sheets, and petty cash sheets; medical forms (see *Medications Procedure*); incident reports, and data collection sheets.
- C. Errors on legal documents will be corrected as follows:
  - 1. A single line will be drawn through the item to be corrected.
  - 2. The correction will be written near the original entry.
  - 3. The staff person's initials will be written by the correction.
- D. All entries must be legible and if indicated, signed, dated, and must include the position of the person making the entry.

Initials will be acceptable by an entry as long as cross reference may be made to find the full signature of the staff person making the entry.

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