

BENCO
Supported Living Program
POLICY AND PROCEDURE

SUBJECT: INDIVIDUAL SUMMARY SHEETS
OAR: 411-328-0690 (1) (2) a-g

POLICY:

(1) The Supported Living program will maintain a current one to two-page summary sheet for each individual receiving services from Benco.

▪ PROCEDURE:

- **(2) a-b** The record must include:
 - the name of the individual and their current and previous address;
 - date of entry into the program;
 - date of birth, gender, marital status, and religious preference;
 - preferred hospital, medical prime number and private insurance number; and guardianship status.
- The record must also include name, address, and telephone number of:
 - the parent(s), guardian or legal representative of the individual, family, and other significant person to the individual;
 - the primary care provider and clinic preferred by the individual;
 - the dentist preferred by the individual;
 - the pharmacy preferred by the individual;
 - the school, day program or employer of the individual;
 - the services coordinator of the individual and Benco direct contacts; and other agencies and representatives providing services and supports to the individual.

Approved by: _____


Julie Hansen, Benco Board President

Date: _____

