



3912 - 29 Street NE Calgary, AB T1Y 6B6 ❖ Phone: 403-242-6672 ❖ Fax: 403-209-0528
www.newageservices.ca information@newageservices.ca

REQUIREMENTS FOR SUB-CONTRACTOR'S SERVICE FILES

New Age Services requires that you keep the following information on file for every client you support in your home:

- Face Sheet
- Initial Funding Proposal & other planning documents
- Current ISP Review/Goals
- Signed Residential Contract & Financial Agreement
- Legal and/or Guardianship information/Consents
- Financial Records
- Current Client Inventory Checklist
- Medical
 - Medical Consents
 - Medical Appointment Forms
 - Copy of doctor's order/prescriptions
- Behaviour Support Plan (if applicable)
- Emergency / Other Support Plans
- Incident/Crisis Reports
- Monthly Summaries
- Work/Volunteer Schedule/Contracts
- Recreational / Leisure Registration Info
- Contact Notes / Log Notes / Meeting Minutes / Letters, etc.
- Respite/Relief Staff Information



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It is also required that you keep current copies of the following New Age Services reference materials:

- NAS Policy & Procedure Manual
- CET Standards
- Client Rights & Responsibilities Statements
- Client Handbook
- Safety Information
- Agency Forms

New Age Services maintains a more comprehensive client file at the main office. Please speak with your supervisor if you require information contained within the main files.

As per New Age Services Inc. policy, please submit all client information that is 3 years or older to the main office for confidential shredding. Once a client is no longer living in your home, it is required that all information be returned to New Age Services Inc.