



Policy Number:  
33  
Effective: January 1, 2013  
Revised:  

---

Subject: Log Notes

**POLICY:**

It is the policy of Camden County Developmental Disability Resources (CCDDR) that log notes be maintained electronically and document all contact, attempts at contact and other pertinent information regarding the consumers CCDDR serves. Log notes will be written in complete sentences, without misspelled words and shall adequately explain the service provided. The note should tell what action occurred and why, and identify the parties involved. The reader should be able to infer from the description of what and why, the benefit the individual received. The note may include observations, data, activities, and descriptions. The log note should always describe what the Support Coordinator has done. If referring to another document, the note should state what and where the document is.

Log notes will not be sent to any individual, guardian, agency or consumer as part of a regular review process. Log notes will not leave the premises in the absence of a court order or a valid authorization completed by the consumer, or applicable personal representative, with limited exceptions.

The CCDDR Privacy Officer should obtain written information regarding the identity of the requestor, the date of the request, the nature and purpose of the request, and any authority that the requestor has to request such information. If other staff receives a completed authorization form for the release of PHI, they shall direct it to the CCDDR Privacy Officer for review.

Any disclosures that occur shall be limited to the minimum amount of information necessary to meet the purpose of the use or disclosure. Exceptions to the minimum necessary requirement are as follows:

- When the consumer authorizes the disclosure;
- Disclosures required by law

Consumers and guardians of consumers can access these files according to the guidelines established by HIPAA and DDD Directives.

**DEFINITIONS:**

Log Note

The written documentation of contact and other pertinent information regarding a consumer, usually written by the Support Coordinator. These log notes are protected under HIPAA and may contain sensitive information. Log notes are written online in MOEDIweb and may be printed and filed in the master file as part of a regular review process.

## Review Process

Any regular review of the effectiveness of the services outlined in the Person Centered Plan.

## PHI

Protected Healthcare Information

## **REFERENCES:**

- Division of DD Directive 3.020
- Division Directive 4.060
- Health Insurance Portability And Accountability Act Of 1996/Public Law 104-191
- DDD Targeted Case Management for Individuals with Developmental Disabilities Technical Assistance Manual.