Reliable Record Keeping

# Checklist for evaluating reliability of a record

In order to confirm that your record meets the minimum requirements for reliable records, use this checklist and **tick** the boxes when you’ve confirmed your record complies with these rules.

## Relevant

### Does the record have:

Relevant information about the participant and the services or supports?

All relevant fields or sections of the template form completed?

No missing information

Who was present during the service or meeting?

What was discussed?

Where the service or meeting took place?

## Timely

### Was the record:

Written at the time of, or very soon after, the events?

Time-stamped with the date and time the entry was made (if not electronically tagged)?

### Adequate and Accurate

### Have you ensured the record does not include statements that:

Are ambiguous?

Are vague?

Have factual errors?

### Does the record have:

The key facts (like the services that were or were not provided, who was in attendance, comments from the participant etc)?

The source of information (eg who you heard the information from)?

What checks you’ve done to ensure the record is correct?

## Clear

### Have you ensured that the record does not have the following:

Unnecessary abbreviations?

Acronyms?

Shorthand?

Jargon?

Technical terms?

Third person references? Rather than “Writer did X or “DSW did X”, use “I did X”.

### Have you checked that the following has happened:

The information is recorded in the right document or section of the document?

You have used simple language?

## Objective

### Have you checked that the record does not have:

Subjective views?

Opinions?

Emotive language?

## Legible

### Have you ensured that any handwritten notes:

Are easily read and understood by another reader? If not, consider typing out the notes or adding them electronically.

Are clear and **do not** have multiple edits, crossing out etc.

End of document.