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.