



CCLD Checklists and Forms

Title 22 requires licensed facilities to maintain a variety of documentation. Examples of information that must be maintained includes records of services provided, healthcare appointments, details regarding behavioral incidents, consultant hours, fire drills, staff records and training, etc. The amount and type of documentation you need to keep will vary based on the type of facility, the funding source, special conditions served, and many other factors. We are able to provide a variety of checklists and forms, developed over many years of contact with facilities, to help you to meet your documentation requirements.

The following checklists and forms are available. If you don't see what you need, let us know. We may be able to create a form from to suit your needs. You may choose any three (3) for \$30.

All Facilities

Staff Documentation Due At Hire Checklist

Client/Resident Documentation Due On Placement Checklist

Employee Evaluation Form

Employee Warning Form

Employee In-Service or Video Training Log

Water Temperature Check Log

Smoke Alarm Check Log

CCLD Contact Log (to track visitations, inspections, etc.)

“Total Care” (Care for Clients Who Rely Upon Others to Perform All Activities of Daily Living) Checklist

Incontinence Care Checklist

Restricted Health Condition Staff Training Checklist

Fire Drill Log

Note: See our *Products & Services Price List and Policies* for full details.

CCLD Checklists and Forms delivered outside of San Diego County will be sent by email, fax, or regular mail, as agreed on.

CCLD Checklists and Forms are provided in both DOC and PDF formats. We are also willing to make modifications to our forms to meet your needs. Please contact us to discuss your specific requirements.