



## Face Sheets

Regional Center facilities must keep a variety of consumer related information that is specified in both Titles 17 and 22. For example:

Title 17, Section [56059](#) (Residential Services Records):

(b) Individual consumer files shall contain the following:

- (1) Current emergency information, including names, addresses and telephone numbers of the consumer's authorized representative and pharmacy.
- (2) Recent consumer photograph and physical description.
- (3) Consumer inoculation records and TB clearance.
- (4) Consumer allergy record.

Title 22, Section [80070](#) (Client Records):

(a) The licensee shall ensure that a separate, complete, and current record is maintained in the facility for each client.

(b) Each record must contain information including, but not limited to, the following:

- (1) Name of client.
- (2) Birthdate.
- (3) Sex.
- (4) Date of admission.
- (5) Names, addresses, and telephone numbers of authorized representative(s).
- (6) Name, address and telephone number of physician and dentist, and other medical and mental health providers, if any.

Regional Center facilities satisfy these requirements by maintaining detailed consumer *Face Sheets*. Not only are they required, but an organized, stylish, and professional looking *Face Sheet* can make your consumer books stand out and really shine. The Face Sheet can be used for as long as the resident is with you and can be revised as many times as is necessary. Choose from four (4) unique Face Sheet styles using the links below.

**Price:** \$50

Choose from one of the following 4 styles:

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**Note:** See our [Products & Services Price List](#) and [Policies](#) for full details. You are accountable for knowing the contents of your *Face Sheets* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.

*Face Sheets* will be sent by email in pdf format with fields that can be modified by you (e.g., facility name, individual name, healthcare provider names, etc.). RA Mears Consulting will make any revisions to *our work* required by the Regional Center for *initial* approval without additional charge to you.