



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;
 - (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).
 - (7) 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. Choose from four (4) distinct Face Sheet styles on page 2.

Price: \$10 – Annual Revision

Price: \$25 – New Face Sheet without embedded consumer photo

Price: \$30 – New Face Sheet with embedded consumer photo

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

Face Sheets delivered outside of San Diego County will be sent by email, fax, or physical mail, as agreed on.

All prices include any revisions to your *Face Sheets* required by CCL or Regional Center.

Face Sheets are provided in .pdf format that cannot be modified, however, we are willing to make changes to meet your needs. Please contact us to discuss your specific requirements.

Artistic

ACME Home #1

Responsible Party
Melissa Doe

Relationship
Mother

Address
101 Broadway
Yourtown CA 90000

Phone Number
(555) 890-0123

Regional Center
Cathy Coordinator, MS
1222 Main Street
Yourtown CA 9000
Ph: (555) 292-0000
Fax: (555) 292-1111

Jane Doe



Date of Admission
June 1, 2007

Social Security #
320-00-8898

Medi-Cal #
90005053245028

Medicare #
102-70-8008-C3

Kaiser #
059A00610

UCI #
621000

Legal Status
Not Conserved

Allergies

Penicillin,
Sulfa Drugs

Emergency Contact

Sam Francesca,
Administrator
223 Third Avenue
Yourtown CA 90000
(555) 211-0090

Identifying Information

Date of Birth	January 1, 1959
Age	54
Sex	Female
Hair Color	Brown
Eye Color	Brown
Dominant Hand	Right
Height	5' 7"
Weight	145 lbs.
Hearing	Within Normal Limits
Vision	Wears Glasses
Ambulatory Status	Ambulatory
Primary Language	English

Diagnoses

Mild Mental
Retardation,
Epilepsy
Health Conditions
Type-1 Diabetes

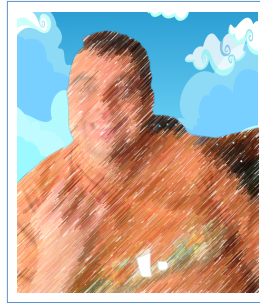
Tb Date
June 1, 2010
Negative

Provider Contacts

Day Program: Arc, 404 Starlight Street, Yourtown CA 90000 (555) 211-0990
Primary Physician: Alba Corpus, MD, 333 6th Street, Yourtown CA 90000 (555) 321-2333
Dentist: Paul Yanker, DDS, 903 Center Street, Yourtown CA 90000 (555) 767-5004
Psychiatrist: Dan Headly, MD, 6 Wall Street, #A, Yourtown CA 90000 (555) 466-1414
Gynecologist: Dina Deepak, MD, 401 Canyon Way, Yourtown CA 90000 (555) 333-9000
Pharmacy: DrugRite, 777 Pillview Place, Yourtown CA 90000 (555) 677-8877

Modern

John Doe



ACME Home #1

101 First Street, Yourtown CA 90000
(555) 123-4567

Benefits

Medi-Cal	90005053245028
Medicare	102-70-8008-C3
Kaiser	059A00610
Social Security	320-00-8898
UCI	621000

Medical

Allergies: **Penicillin, Sulfa Drugs**

Diagnosis: Diabetes

Last Physical Exam	1/5/07
Last Tb Test	6/1/10 (Negative)
Pharmacy	DrugRite 777 Pillview Place Yourtown CA 90000 (555) 677-8877
Primary Physician	Alba Corpus, MD 333 6th Street Yourtown CA 90000 (555) 321-2333
Psychiatrist	Dan Headly, MD 6 Wall Street, #A Yourtown CA 90000 (555) 466-1414
Dentist	Paul Yanker, DDS 903 Center Street, Yourtown CA 90000 (555) 767-5004
Neurologist	Bill Saysure, MD 50 Graphic Blvd. Yourtown CA 90000 (555) 297-4444

Other

Day Program: Arc - Center
404 Starlight Street, Yourtown CA 90000 (555) 211-0990

RC Case Manager: Cathy Coordinator, MS
1222 Main Street, Yourtown CA 90000 (555) 211-0090

Professional

ACME Home #1

Adult Residential Facility #37400000
ACME Homes, Inc.
101 First Street, Yourtown CA 90000
Tel: (555) 123-4567

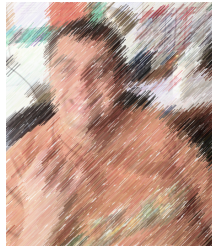
John Doe's

FACE SHEET

SSN: 320-00-8898

Description of John

Birth Date: 1/1/1959 - 54 years old
Gender: Male
Race: Caucasian
Color of Hair: Brown
Color of Eyes: Brown
Height: 5 feet 7 inches
Weight: 175 pounds
Dominant Hand: Right
Identifying Marks: Missing left little finger
Legal Status: Not Conserved
Citizenship: United States
Language Skills: English - Limited Vocabulary
Diagnosis: Mild Mental Retardation



Date of Admission: 6/1/2007

Emergency Contacts

ACME Home #1 Administrator: Sam Francesca (555) 211-0090
John's Mom: Melissa Doe (555) 890-0123

Medical and Health Information

Allergies: Penicillin and Sulfa Drugs
Health Conditions: Non Insulin-Dependent Diabetes
Ambulatory Status: Ambulatory
Vision: Normal
Hearing: Normal
Primary Physician: Alba Corpus, MD, 336 6th Street, Yourtown CA 90000 (555) 321-3333
Psychiatrist: Dan Headly, MD, 6 Wall Street, #A, Yourtown CA 90000 (555) 466-1414
Dentist: Paul Yanker, DDS, 903 Center Street, Yourtown CA 90000 (555) 767-5004
Neurologist: Bill Saysure, MD, 50 Graphic Blvd., Yourtown CA 90000 (555) 297-4444
Pharmacy: DrugRite, 777 Pillview Place, Yourtown CA (555) 677-8877

Last Physical Exam: 1/5/2007, Tb Test: Negative, Tetanus: Unknown

Medi-Cal: 90005053245028, Medicare: 102-70-8008-C3, Kaiser: 059A00610

Regional Center

Case Manager: Cathy Coordinator, MS, 1222 Main Street, Yourtown CA 90000 (555) 211-0090
UCI#: 621000

Day Program

Arc - Center: 404 Starlight Street, Yourtown CA 90000 (555) 211-0990

Religious Preference: None

Classic

ACME Home #1

Face Sheet

Jane Doe

DOB: 1/1/59 (54 years old)
Eye Color: Brown
Vision: Normal
Height: 5' 7"
Moved In: 6/1/07
Medi-Cal#: 90005053245028
Kaiser#: 059A00610
Address: 101 First Street, Yourtown CA 90000 (555) 123-4567
Legal Status: Not Conserved

Sex: Female
Hair Color: Brown
Hearing: Normal
Weight: 145 lbs.
Ambulatory: Yes
Medicare#: 102-70-8008-C3
SS#: 320-00-8898
UCI#: 621000

HEALTHCARE PROFILE

Diagnoses: Mild Mental Retardation; Epilepsy

Health Conditions/Diet: Diabetes
TB Date: 6/1/10 (Negative)
Dominant Hand: Right
Primary M.D.: Alba Corpus, MD
333 6th Street, Yourtown CA 90000
Dentist: Paul Yanker, DDS
903 Center Street, Yourtown CA 90000
Psychiatrist: Dan Headly, MD, 6 Wall Street, #A, Yourtown CA 90000 (555) 466-1414
Gynecologist: Dina Deepak, MD, 401 Canyon Way, Yourtown CA 90000 (555) 333-9000
Neurologist: Bill Saysure, MD, 50 Graphic Blvd., Yourtown CA 90000 (555) 297-4444

Allergies: Penicillin, Sulfa Drugs
Tetanus Date: Unknown
Primary Language: English
Office: (555) 321-2333
Fax: (555) 321-2334
Office: (555) 767-5004
Fax: (555) 767-5005

CONTACTS

Mother
Melissa Doe
101 Broadway, Yourtown CA 90000
(555) 890-0123

Emergency Contact
Sam Francesca, Administrator
223 Third Avenue
Yourtown CA 90000
Cell Phone: (555) 211-0090

Case Manager: Cathy Coordinator, MS
1222 Main Street
Office: (555) 211-0090

Placement Agency: Regional Center
Yourtown CA 90000
Fax: (555) 211-0091

Day Program: Arc - Center
404 Starlight Street
Office: (555) 211-0990

Agency: The Arc
Yourtown CA 90000

Pharmacy: DrugRite, 777 Pillview Place, Yourtown CA 90000 (555) 677-8877