Update 2007-10: Common Place Handbook Documentation

Background

In several instances during Federal and State audits, the auditors were unable to appropriately determine case eligibility due to lack of documentation in the case.

As such, a committee was formed to evaluate how cases are currently being documented. Recommendations pertinent to documentation were made and adopted to ensure Santa Clara County is in compliance with documentation requirements.

Policy

Critical areas that must be documented are identified in this section as well as examples of types of information that must be included.

Implementation

Required documentation outlined in this policy is effective immediately upon receipt of this update.

Documentation

Many thanks to the following individuals for participating on the Documentation Committee: Yolanda Barragan, Armand Barreras, Brenda Tran-Luc, Catherine Martinez, Eva Mui, Lissette Escamilla, Manuel Gonzalez, Maria A Rodriguez, Nancy Le, Nellie Jorge, Rosa Huerta, Stacy Tonnu and Tino Sacasa.