

PROFILE SHEET DIRECTIONS FOR USE

A Profile Sheet is intended to give staff a snapshot of the most important information about each person in a residential setting. It should be completed so it provides pertinent information regarding the person in a concise manner. Keep information short, easy to read and simple to follow. Think in terms of what information about the person would be useful to someone who may not know them, but were working in their home. Keep the Profile Sheets readily accessible for staff to refer to as needed. Direct staff new to the home to review all the Profile Sheets as soon as they arrive in the home. **It is imperative that as information changes, this form is updated immediately.** Recommend minimum of quarterly review and up-dating.

Include the person's name and a recent picture on the top of the page for accurate identification.

Type of information to include in each section:

RISK ISSUES

- List emergency contact phone numbers or where to locate list in the home.
- List all risk factors for the person, a description of the risk and interventions or where risk plans are located.
- Health & Safety Risk issues may include: seizures, choking risk, heart condition, diabetes, hot/cold risk, falls, elopement, etc. as pertinent to the individual.

DIETARY:

- Describe type of diet (pureed, chopped meat, ground meat, regular...).
- List Food & Fluid preferences.
- List where more specific information may be found such as in the PCP, dining plan and/or PNMP (Physical & Nutritional Management Plan) plan..

BEHAVIORAL SUPPORT:

- Describe maladaptive behaviors, list antecedent behaviors, list general prevention and intervention steps and positive behavior supports.
- List where more specific information may be found such as in the PCP and behavior support plan.

AMBULATION:

- Describe ambulation skills such as walks short/long distances, type of terrain they can tolerate, uses wheelchair, falls easily...
- List where more specific information may be found such as in the PCP.

COMMUNICATION:

- Describe primary mode of communication especially of basic needs such as vocalizations, facial expressions, behavior and gestures.
- List where more specific information may be found such as in the PCP.

PERSONALITY:

- List special likes/dislikes, personal preferences, the name they prefer to be called by...
- List where more specific information may be found such as in the PCP.

OTHER:

- List special nursing orders.
- List if right or left hand dominant.
- List where more specific information may be found such as in the PCP.
- List special interventions for medication administration.
- List adaptive or safety equipment used.

Add other areas as pertinent for the individual.