

CCG ARCHIVING CHECKLIST

**1. CASE NOTES**

* Include all hand-written and typed out case notes written by CCG
	+ Try to avoid sticky notes
	+ Dates on case notes should be within dates on “Goals Summary” page

**2. TRACKING REPORTS**

* Include all tracking reports from start to finish of case file
	+ Separate from case notes

**3. RECEIPTS**

* Include all receipts from entire case
	+ Receipts should include:
		- Name of CCG
		- Name of CM
		- Name of client
		- Signature by client if purchase of goods or furniture

**4. CLIENT’S PERSONAL DOCUMENTS**

* If client needs housing, you MUST include:
	+ Copy of driver’s license
	+ Copy of social security card
* Other items to include in case file if applicable:
	+ Bank statements
	+ Birth certificate
	+ Alien registration card
	+ Passport
	+ Social security award letters

**5. EMAIL CORRESPONDENCE**

* Include all email correspondence regarding case
	+ Put in order by date

**6. STATE AGENCY AND LEGAL DOCUMENTS**

* If client is in an ALF or AFH, you MUST include:
	+ Service summary
	+ Care assessment
* All clients MUST include:
	+ Goals summary
	+ Consent form
* Other items to include in case file if applicable:
	+ Lease agreements
	+ Housing vouchers
	+ Doctor statements
	+ Institution discharge forms
	+ Support animal documentation