

# C2 Computer Folder Structure

Appendix 1

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
✓	✓	✓	✓	✓	✓	X	✓

<b>Accommodation Services</b>	Environmental health reports	<b>Service Plan</b>	<b>Recruitment</b>
Building maintenance	Fire	Cumbria Care	
Contracts	Health & Safety report	End of year reports	
Grounds maintenance	Manual handling	Local service plan	
Zurich insurances	Risk Assessments (non service user)		
		<b>Service User Documents</b>	
<b>Activities</b>		Main Archive	
	<b>Medication</b>	Person Centred Care Plans if not electronic	
<b>Complaints / Compliments / Comments</b>	PRN Protocols – ready prepared document	Permanent	
	Error reports	Respite / Short term care	
<b>CQC / Outcomes / Notifications</b>		Photographs	
Service user guide	<b>Meetings</b>		
Customer satisfaction surveys	Circulars (i.e. Talkworks)		
Information, regs & standards	Service user meetings	<b>Staff Admin</b>	
Notifications	Staff meetings	Appraisals	
	Supervisor meetings	Archive, Leavers	
		Holiday and Leave forms	
	<b>Menu's folder</b>	Permanent	
<b>Dols Information</b>		Supervision	
	<b>Miscellaneous</b>	Relief	
<b>Finance</b>	Audit Reports	Rostered Hours	
Budget Monitoring		Rosta	
Correspondence	<b>Occupancy Information</b>		
Management Audit Reports		<b>Supervisors</b>	
Wages	<b>Photographs</b>		
<b>General Admin</b>	<b>Positive Attendance</b>	<b>Workforce Development</b>	
Stationary	Name of Employee (surname first)	CPD	
		Gap Analysis	
<b>Health and Safety</b>	<b>Procurement</b>	Qualifications	
COSHH risk assessments	Suppliers	Training Matrix	
Local Emergency Plans	Price lists		