PC/CLS Logs

Personal Care & Community Living Supports Service Log

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What is a PC/CLS Log?

PC/CLS = Personal Care and Community Living Supports Service Log.

The PC/CLS Log collects data on services provided or offered each day.

Personal Care and Community Living Supports Service Log

Name: Noah Mistakes

CMH: Noah's CMH

Facility/Home: Beacon Home

Month & Year: January 2021

Instructions: Please check (√) each service provided daily and verify with the Lead Staff's initials.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Personal Care - Residential																															
Transferring																															
Ambulation/Mobility																															
Eating																															
Toileting																															
Bathing																															
Dressing																															
Grooming																															
Taking Medication	√																														
Community Living Supports - Residential and Transitional Supported Living																															
Household Chores	√																														
Community Safety	√																														
Leisure Activities	√																														
Time Management	√																														
Money Management	√																														
Transportation	√																														
Health/Nutrition Awareness	√																														
Medication Management	√																														
Day Shift Staff Initials	DS																														
Night Shift Staff Initials	NS																														

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How to Complete a PC/CLS Log

Personal Care

- Check these boxes if hands-on assistance is provided.

- Example: If a resident requires staff assistance to bathe, check the box labeled <u>Bathing</u>. If the resident bathes independently, leave the box blank.

- <u>Taking Medication</u> should be checked if staff administer the resident's medications.

Personal Care - Residential	
Transferring	
Ambulation/Mobility	
Eating	
Toileting	
Bathing	
Dressing	
Grooming	
Taking Medication	✓

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How to Complete a PC/CLS Log

Community Living Supports - Resident	
Household Chores	✓
Community Safety	✓
Leisure Activities	✓
Time Management	✓
Money Management	✓
Transportation	✓
Health/Nutrition Awareness	✓
Medication Management	✓

Community Living Supports

- Check these boxes if staff provide prompting, encouragement, or assistance.

- <u>Medication Management</u> should always be checked. Staff should be prompting and encouraging alone

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Highlights

Per HCBS, every applicable service should be offered or available every day.

Boxes should only be checked **after** the service was offered or performed. Never check a box in advance.

Check the box after services were offered, even if the resident declined to receive the service.

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Who Completes the PC/CLS Log?

- Day shift and night shift staff are required to complete the PC/CLS Log.
- Initials are recorded at the bottom of the form for each day.

How to Correct Errors

If the wrong box is checked, follow these steps:

1. Draw one line through the incorrect mark (~~Like This~~)

2. Put your initials next to the error.

DO NOT:

Use white out, sharpie, or scribbles to cover up a mistake. These are submitted to external agencies and covering up mistakes reflects poorly on Beacon.

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Home Manager PC/CLS Log Responsibilities

- Home Managers should routinely check to make sure the PC/CLS Logs are being completed accurately.
- At the end of the month, review each log for errors and completion.
  - Check for missing initials or service boxes.
  - Make sure the correct Resident, CMH, Month/Year, and Home are listed at the top.
  - Scan all PC/CLS logs to your supervisor for final approval and submission.
  - PC/CLS logs are due no later than 9:00 am on the first of the month.
    - Weekends and holidays will have an alternate date sent out by Billing via email.