

SAMPLE COLLECTING CLIENTS SERVED DATA POLICY

PURPOSE

To set out the policies and procedures related to the collection by First Nations Health Organization employees of health data from clients.

POLICY

Health data/information shall be collected through the manual use of log books, meeting minutes, workshop session reports, monthly and annual summary reports.

POLICY APPLICATION

1. The following types of records are currently maintained:
 - a) Individual Client Records
 - b) Aggregate Client Records/Health Information
 - c) Attendance Records
 - d) Qualitative Feedback from Participants