



ADMINISTRATIVE RULES OF MONTANA

37.106.2829 RESIDENT FILE

- (1) At the time of admission, a separate file must be established for each category A, category B, category C, or category D resident. This file must be maintained on site in a safe and secure manner and must preserve the resident's confidentiality.
- (2) The file shall include at least the following:
 - (a) a completed resident agreement, in accordance with ARM 37.106.2823;
 - (b) updates of resident/provider agreements, if any;
 - (c) the service plan for all category A residents;
 - (d) resident's weight on admission and at least annually thereafter for category A residents or more often as the resident, or the resident's licensed health care professional, determine a weight check is necessary;
 - (e) reports of significant events including:
 - (i) documentation of the notice to the resident's practitioner;
 - (ii) steps taken to safeguard the resident; and
 - (iii) facility contacts with family members or another responsible party;
 - (f) a record of communication between the facility and the resident or their representative if there has been a change in the resident's status or a need to discharge; and
 - (g) the date and circumstances of the resident's final transfer, discharge, or death, including notice to responsible parties and disposition of personal possessions.
- (3) The resident file must be kept current. The file must be retained for a minimum of three years following the resident's discharge, transfer or death.

Authorizing statute(s): 50-5-103, 50-5-226, 50-5-227, MCA

Implementing statute(s): 50-5-225, 50-5-226, 50-5-227, MCA

History: NEW, 2002 MAR p. 3638, Eff. 12/27/02; AMD, 2004 MAR p. 1146, Eff. 5/7/04; AMD, 2022 MAR p. 1857, Eff. 9/24/22.