

# factsheet Documentation

## HMMS Minimum Documentation

**HMMS have an obligation to keep client file notes for a minimum of 7 years**

**The minimum documentation requirements which must be kept on file for MODIFICATIONS are:**

- Client Referral Record (CIARR, ACNNA, ONI or HMMS equivalent)
- Occupational Therapy Assessment Report which must contain OT clinical diagrammatical and written specifications which detail the work to be completed
- Quotes from Contractors
- Internal Costings by the HMMS
- All Financial Information
- Internal Client File Notes
- All Plans and Diagrammatical Specifications
- Contracts and/or Client Service Agreements
- Minimum Data Set Information (MDS)

**Please note before and after pictures are not essential but desirable**

**The minimum documentation requirements which must be kept on file for MAINTENANCE are:**

- Client Referral Record (CIARR, ACNNA, ONI or HMMS equivalent)
- Specified Work Required
- Quotes from Contractors
- Internal Costings by the HMMS
- All Financial Information
- Internal Client File Notes
- Contracts and/or Client Service Agreements
- Minimum Data Set Information (MDS)

**Please note before and after pictures are not essential but desirable**

**Source**

*NSW HMMS State Council Technical Manual*

***For further advice consult the  
NSW HMMS State Council.***

**NSW HMMS**  
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