

Instructions - Title III Personal History, Facts and Insights

The Personal History, Facts and Insights Form must be completed, to the extent possible, at the time the SAEF is completed. Family members may all provide input into completing this form. The service recipient, any time that it is possible, should also have input into his/her own personal history. As you learn new information about a service recipient, it should be added to that individual's history.

The direct care worker(s) should have access to any part of the completed personal history that would impact her/his ability to provide care for an individual. A copy of the form must be maintained in the service recipient's file.