

# Deletion Requests

## Process:

- AAA identifies that staff erroneously entered PS Care Plan Journal into the consumer (unprotected) journal section
- AAA PS Supervisor is notified
- PS staff or PS Supervisor copies the information into the PS Care Plan Journal (protected) and fills out a request for deletion form.
- Request for deletion form is E-mailed to PS Specialists and Division Chief by PS Supervisor
- PS Specialists and Division Chief reviews the file and the steps taken at the local level to ensure that issue will not re-occur and confirms need for deletion
- E-mailed request is forwarded to Chief of Data Collection and Reporting Division
- Chief of Data Collection and Reporting Division completes deletion and saves request and deletion to file
- Chief of Data Collection and Reporting Division E-mails PS Specialist and Division Chief that the deletion has been completed
- PS Specialist or Division Chief E-mails to the AAA director and PS Supervisor and confirms that the deletion has been completed

# **PS Request for Deletion Form**

## **Consumer Journal Entry Entered in Error & Moved to PS Care Plan Journal**

Prior to completing this form, do a "File > Save As" and name your document, then complete the form, password protect, and forward to PS Supervisor for verification of the correct entry to the PS Care Plan Journal. After verification, the PS Supervisor must submit the completed request form to all PS Specialists and to Ms. Denise Getgen, Chief of the Division of Consumer Protection Division at PDA within 24 hours after identification of the erroneous journal entry.

**Requesting Agency:**

**Requesting PSA #:**

**Date of deletion request:**

**PS Supervisor requesting/approving the Consumer Journal entry deletion by PDA staff:**

**Name of PS worker who originally documented the entry into the Consumer Journal rather than the Care Program Journal:**

**Efforts taken by the agency to ensure future entries are consistently documented in PS Care Program Journal:**

**Consumer's name:**

**Journal entry date:**

**Journal entry time:**

**Complete copy of the Consumer Journal entry to be deleted:**