**Section 117.125 Individuals' records and informed consent**

a) The individual or guardian shall give informed consent for the release of information and to participate in the services specified in the service/treatment plan, which shall be documented in the individual's case record.

b) The Department shall maintain a roster of all applicants who have been chosen and have been determined eligible for the programs described in this Part.

c) The Department shall maintain a permanent case record for each individual who has been chosen and determined eligible. Control and protection of the record shall be governed by the Act.

d) Department staff shall maintain a continuous, chronological record of all activities and events in the case records. Events and activities shall be documented in a standard format with sufficient specificity that progress can be monitored by an uninformed reviewer without additional information from responsible staff.

e) Department-designated agencies shall also maintain a case record for each individual served. Control and protection of the records shall be governed by the Act.