Client Name:	Destiny Management Controlled Drug Count
Record #:	

Medications must be counted and reconciled at the beginning and end of each "shift" or change in responsible staff. When switching responsibilities e.g. AFL staff to Respite staff, both staff must count and sign upon receipt of medications.

If there is an incorrect count:*

1. Attempt to reconcile
2. Notify QP within 24 hours if count cannot be reconciled.
3. Staff should complete an Incident Report and submit to QP within 24 hours.
4. Original forms will need to be provided to the QP immediately should an investigation occur.
5. Submit Controlled Drug Count forms to QP monthly with paperwork.

Medication: _____

Notes/Instructions:

Starting Quantity	Date	Time	Ending Quantity	Responsible Staff *