

### **ORR Ethnic Community Self-Help Program Record Keeping Requirements**

ORR will require that all Ethnic Community Self-Help (ECSH) Program recipients maintain case documentation with the following:

- Documentation of participant eligibility
- Individualized service plan with each participant that details the activities and resources needed to assist the client in meeting their needs, including which specific services and referrals will be provided to the participant
- Case notes
- Documentation of any financial assistance payments, if applicable, made to or on behalf of the participant, along with any applicable invoices and receipts

Case documentation may be kept in either paper or electronic format.