

# Desk ledger · keep the source

Blank source fields for paper play or separately approved local records.

**1 · FIRST SOURCE / VIEW**



Record a feature or item mark, its place and source/time.

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**2 · SECOND SOURCE / VIEW**



Keep the first record. Match only supported identity cues.

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**3 · REQUEST / ONE PERSON SAYS**



Name the source of the care step and the personal reason.

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**4 · MADE / DONE / STILL OPEN**



Record actor, help and time only if it happened. What source next?

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