

Documentation Requirements Guide

Key notes for **All** services

1. Is the time justified?
2. Documentation written in past tense. Not appropriate to use present tense.
 - Present examples: is, does, needs.
 - Past example: was, did, needed.
3. Each document should include how staff interacted with their client **AND** how the client responded during services by description of behavior or client quotes.
4. Location of Services – noted at the start of document and **specific locations** listed within document.
5. Is Injy/Ill/Safety Iss.? marked “Yes”? If so, make sure an incident report is completed in the client file.
6. Is Medications Given? Marked “Yes”? If so, make sure MAR is completed in the client file.

Respite/Group/Camp/After School Program

1. Start/End times are in the Service Notes section and match the Start/End times at the top of the document.
2. Service Notes should answer these questions:
 - Beginning of note- What time did services begin? Where did services take place? (BE SPECIFIC!)
 - Body of note- What activities did you and the client participate in? How did the client respond to the activities?
 - End of note- What time did services end? Who took over care?
3. Use positive language!
 - No use of “refuse”, “tantrum”, “timeout”, etc.
 - Describe the behaviors and use positive language when referring to the client
 - “declined” instead of “refused”
 - “Client smiled” instead of “She was happy”
 - “Client kicked the ground and got red in the face” instead of “Client was angry”
4. Services **not allowed**:
 - School related activities (clubs, sports, homework, etc.)
 - Therapies
 - Medical appointments
 - Care of another minor (during individual respite only)

SCL/Day Habilitation/Job Coaching

- Start/End times are in the Service Notes section and match the Start/End times at the top of the document.
- Documenting on Goals/Outcomes
 - Remember SCL, DayHab and Job Coaching is 100 Goal focused! The bulk of services should be described via the goals!
 - Interventions: VP=Verbal Prompt; PA=Physical Assistance; HOH=Hand-Over-Hand; M=Modeling; G=Gesture; I=Independent; N/A=Did not work on goal

- Number of interventions appropriate for the number of times staff used a prompting type.
 - Multiple intervention types can be noted for one outcome (I.e. VP=5, PA=1, I=2)
 - Any noted, besides N/A, require a Comment.
 - Comments should justify the number and type of interventions.
 - Describe what was prompted and client response.
 - Assessment: Y=Yes, progress was made; N=No progress was made; D=Declined to work on goal; N/A=Did not work on goal
- Service Notes section should answer these questions:
 - Beginning of note
 - What time did services begin?
 - Where did services take place? (BE SPECIFIC!)
 - Body of note-
 - Outline of services. What activities did you and the client participate in? Include timeframes.
 - How did the client respond to the activities and any staff interventions? Describe behaviors and use direct quotes!
 - End of note
 - What time did services end?
 - Who took over care? (If applicable).
- **DayHab:**
 - Community based programming only, not provided in client's home.
 - What did staff do to encourage the client to work on their goal? What options were given to them?
 - Did the client work towards their goal? Did they follow through with the choices they made?
 - Did the client make progress on their goal?
- ❓ **SCL:**
 - Only provided in the Community or Clients home. **Cannot be at DSP's home!**
 - Does the information in the Service Notes section cover the entire time of the document and is the time focused on the client's goals? Make sure what was documented works with the client's plan!
 - What was your role in encouraging the client to work on their goal/s?
 - How did the client respond to the activities/tasks? Did they follow or not follow staff interventions? Direct quotes from clients are encouraged.
 - Was progress made? Were the interventions helpful? Why or why not?
- **Job Coaching:**
 - Assisting clients in maintaining community-based employment following goals outlined in their service plan.
 - What was your role in encouraging the client to work on their employment goal/s?
 - How did the client respond to prompting? Did they follow staff interventions? Direct quotes from clients are encouraged.
 - Was progress made? Were the interventions helpful? Why or why not?