



Documentation Practices

***Why is
documentation
important?***



#1 Protects Individuals Serviced



It is important to have documentation completed for any service to ensure that the individuals are being accurately assessed for their skills and abilities.



Documentation provides an account of progress/regression and allows for changes to be made when necessary.



Documentation allows for accurate reflection of what happened on any given date/time and verifies all parties involved.



Documentation is important to memorialize relevant situations that may be necessary to assess for treatment options.

#2 Protects the Organization

To substantiate claims for services to avoid incidents of fraud and abuse and to back up claims submitted. Failure will result in payments and lose of revenue.

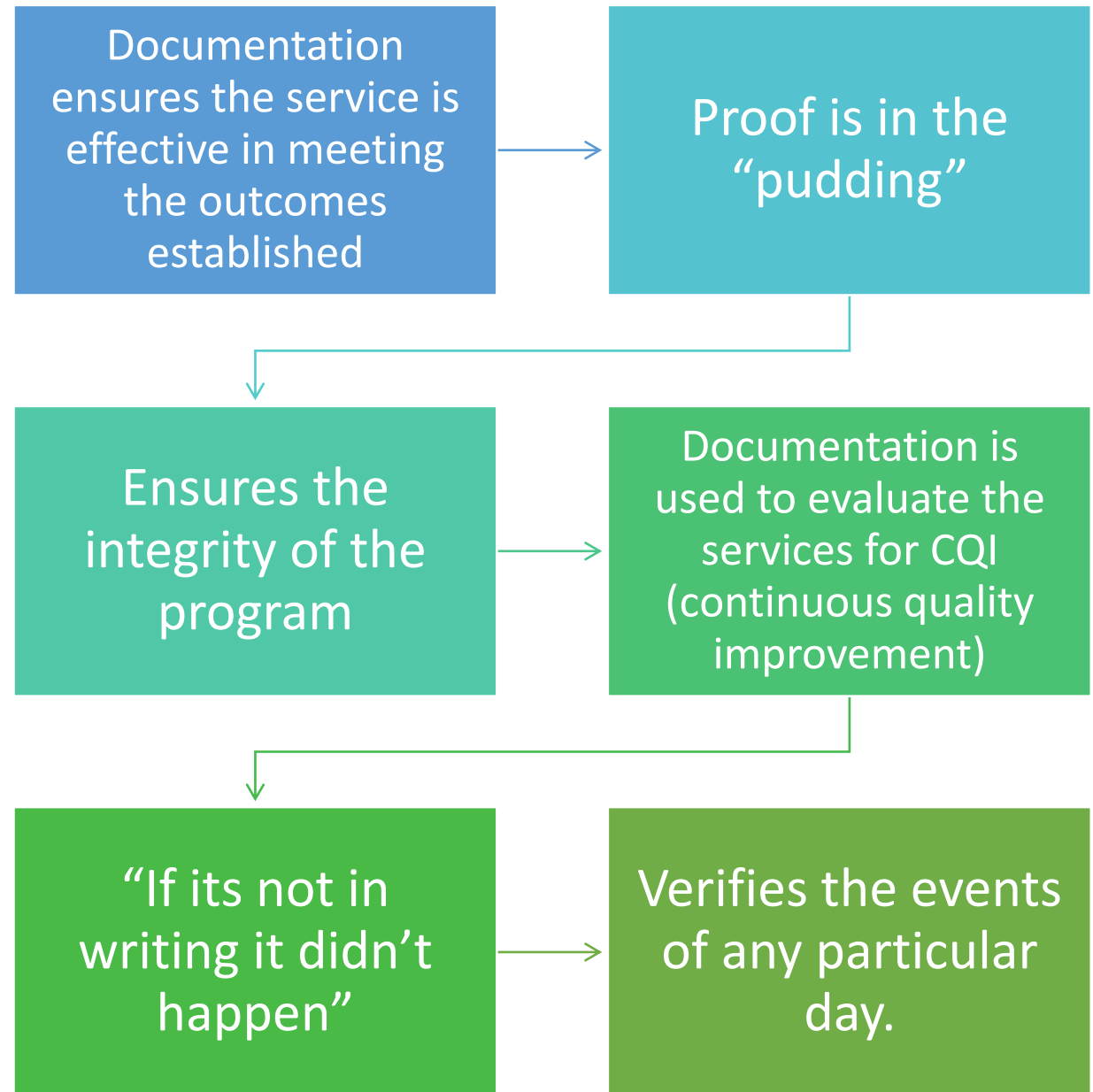
Verifies the individuals name, outcomes, service provided, who provided the service.

Provides a methodology for gathering necessary information to ensure claims submitted for payment are completed within the guidelines established.

Documentation is important as it describes and explains the daily events of the individual while in the care of the provider.

Audit protection - ensures UCP is completing the services in accordance with all state, federal laws and within the established set parameters.

#3 Protects the Program



Documentation OBJECTIVE:

*to use words
that are
descriptive and
detailed.*



Importance of daily and timely documentation of the individual's day and events.



In / Out logs (CPS Services)



Community Outing events/logs



Medication Administration Records (MAR) - all 15 steps are adhered to each administration occurrence



Service Notes

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Teaching plans

Van Logs

Incident Reporting

Medical Appointments/signs & symptoms of illnesses

Body charts for injuries/seizures

Examples of words to use to describe supports:

Engage	Encourage	Explain	Explore	Provide Feedback
Teach	Educate	Review	Role play	Identify
Practice	Guide	Revise	Support	Evaluate
Assist	Reinforce	Model	Comfort	Apply
Give Examples	Challenge	Show	Guide	Develop
Question	Prompt	Adapt	Coach	Implement

Practice makes perfect!

