



DOCUMENTATION MUSTS

The “Do’s” and “Don’ts” of Documentation

Provide a narrative on what occurred with the individual so that if an outsider was reading the information, they would be able to reconstruct the services provided during that shift. Comments must reflect a detailed account of what occurred and how you assisted the person throughout the shift. Describe how the person made progress toward their goals, include activities, any concerns and satisfaction reported by the person. Staff are NOT to document the same thing every day for the individual. Staff are NOT to copy/paste their data entries from one individual to another individual.

****Activities must be directly related to the services authorized in the Plan of Service****

EXAMPLES:

Objective: Joe will search for affordable housing.

Documentation should be:

- Went and bought a local paper at Harding’s, and directed Joe to circle apartments in the area within his price range.
- Took Joe to a neighborhood with several apartments available. Reminded Joe to look at safety aspects i.e. lighting, sidewalks, walking distance to different resources.

Documentation should NOT be:

- Took Joe to fill out applications.
- Assisted Joe at the movies and to eat.
- Joe liked the apartments we looked at.

Objective: Sarah will complete Meal Prep daily with 1 or less verbal prompt.

Documentation should be:

- Sarah was reminded to look at the menu for the evening, and took out necessary ingredients for dinner with 2 verbal prompts.
- Sarah opened the can of vegetables and poured into pan with 1 verbal prompt.
- Sarah independently washed the table prior to breakfast with no prompting required.

Documentation should NOT be:

- No meal prep today.
- Sarah participated in Meal Prep.
- Sarah ate 100% of breakfast.

Objective: Monitor for Health & Safety throughout the day and during hours of sleep.

Documentation should be:

- While Sally watched TV, staff assisted in preparing dinner and reminding Sally to pick up items off the floor so she would not trip.
- Staff monitored Sally during hours of sleep to safeguard against injury, hazard, or accident while she was sleeping and assist as needed. There were no wetting accidents, and she slept throughout the night.

Documentation should NOT be:

- Observed Sally watch TV.
- Sally slept all night.

NOTE: If a person is sleeping, please document why you are providing services (monitor to safeguard against injury or accident, assisted with changes, reminded to get up to use the restroom, assisted with changing wet bedding and remaking bed) and that you monitored the person while they slept. **STAFF CANNOT SLEEP WHILE PROVIDING SERVICE.**

DOCUMENTATION WORD BANK

Assisted	Observed	Monitored	Taught	Teaching
Coordinated	Advocated	Maintaining	Activities	Attended
Guided	Planned	Choices	Checked	Training
Helped	Explained	Built	Participated	Socializing
Prompted	Provided	Completed	Aware	Prepared
Verbal directions	Directed	Safety	Independent	Skills
Arranged	Reminded	Supported	Achieved	Hand over Hand

LADD

WE MAKE THE DIFFERENCE