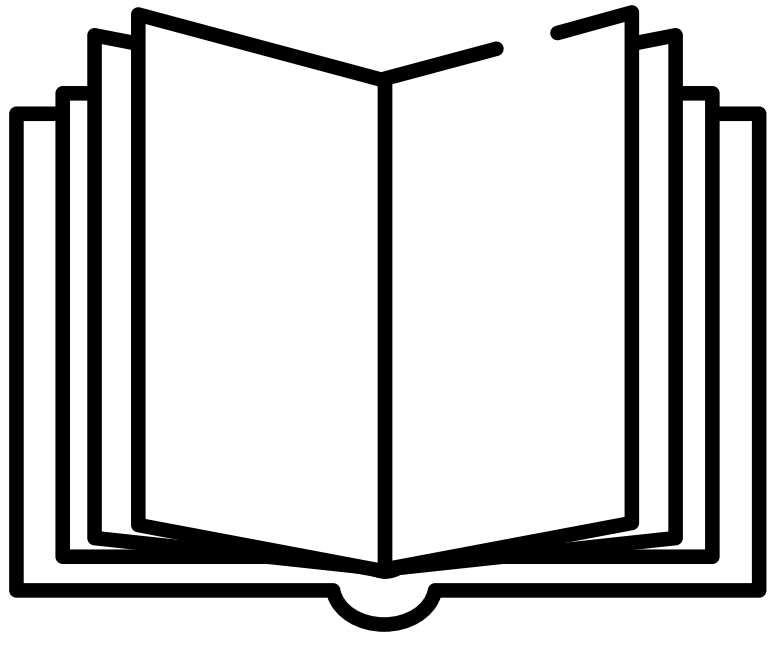




WHY IS DOCUMENTATION IMPORTANT?

1

Medicaid authorized services require documentation indicating a necessity for services.

2

Indicates goals are being worked on, as outlined in the Plan of Service.

3

Monitors progress and/or concerns related to the individual and achievement of goals

4

Provides communication between the Supports Coordinator and staffing provider

5

Actual service time must be connected with meaningful activities



STAFF'S RESPONSIBILITY FOR DOCUMENTATION

1

Deficit Reduction Act and Monitoring Medicaid dollars-follow

2

Review the Plan of Service and understand the goals

3

Complete Progress Notes (TLogs) and ISP Data entries daily, submitting no sooner than 15 minutes prior to end of shift.

4

Progress Notes (TLogs), and ISP Data entries should reflect task performed, related to goals in the plan of service

5

Progress Notes (TLog), and ISP Data must be completed by the support staff providing the service for that shift.