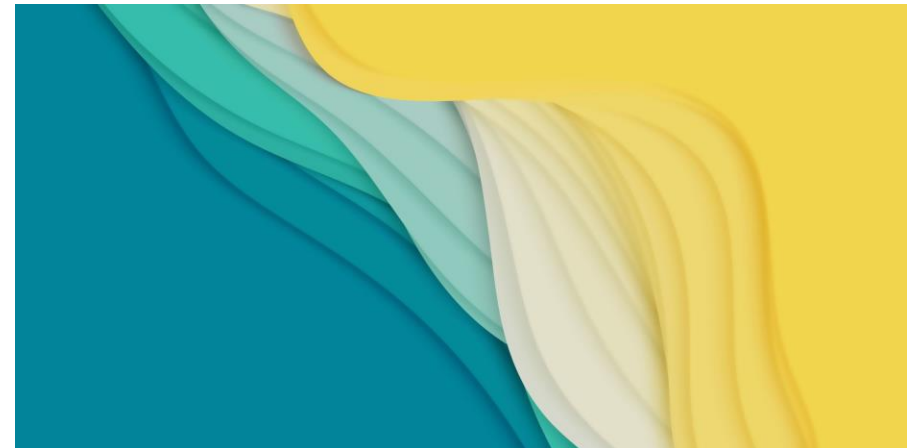


Documenting CLS, Skill Building, and Respite Care

Why Progress Notes are Important

Presentation by the HealthWest Quality Department



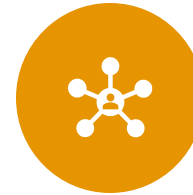
Why write a progress note?



Medicaid authorized services require documentation to demonstrate a need for services.



It shows that goals are being worked on as outlined in the Individual Plan of Service (IPOS).



It provides communication between the case manager and the provider.



Actual service time must be connected to meaningful activities.



Legal Requirements: Deficit Reduction Act and Monitoring of Medicaid Dollars.

Case Manager Responsibilities



Assesses to determine the level of services that are needed



Writes the IPOS



Communicates what services are authorized in the IPOS



Provides training on the IPOS, including information on:

Consumer information and needs

Expected outcomes, including the goal and objectives of the IPOS

Interventions and action steps expected of staff in the delivery of services

Provider/Employee Responsibilities

Review	Review the IPOS and understand the goals
Complete	Complete progress note daily - reflect on what was performed related to the goals/objectives in the IPOS
Indicate	Indicate start and stop time - note AM or PM
Identify	Identify task and/or intervention that is being worked on as it relates to the IPOS
List	List the objectives that were worked on that day
Describe	Describe level of assistance required
Report	Report on progress being made on the goals/objectives
Provide	Provide services according to the Medicaid service requirements.

Why use a progress note template?

- Federal and State requirements for increased reviews of compliance and quality of Medicaid funded service
- Ensure the goals and objectives are clear to everyone involved in treatment
- Goals/objectives are defined in scope and duration
- Progress on goals/objectives can be tracked through Progress Notes
- Case Managers should review progress notes regularly for progress toward goals and update the IPOS as needed.



LRE Waiver Audit – CLS Adult

- Standard 12.3 IPOS goals and objectives support the use of CLS Services.
- Standard 12.4 Service documentation supports how CLS intervention was completed (assisting, prompting, reminding, cueing, observing, guiding, and/or training).
- Standard 12.5 For group CLS skill building service documentation is individualized.
- Standard 12.6 Service documentation supports IPOS goals and objectives to increase or maintain person self-sufficiency, achievement of goals of community inclusion and participation, independence, or productivity.
- Standard 12.7 For group CLS services, progress toward IPOS goals and objectives is present in the service documentation.

LRE Waiver Audit – CLS Child

- Standard 13.3 Services provide supports to children and to families in care of their child, while facilitating the child's independence and integration into the community.
- Standard 13.4 IPOS goals and objectives support skill development related to: bathing, eating, dressing, personal hygiene, household chores, ADLs, safety skills, achieve or maintain mobility, sensory motor, communication, relationship building, participation in leisure and community activities.
- Standard 13.5 Service documentation supports how the CLS intervention was completed (assisting, prompting, reminding, cueing, observing, guiding, and/or training).

LRE Waiver Audit – Skill Building

- Standard 14.3 IPOS goals and objectives focus on one or more of the following:
 - Assisting a person to increase economic self-sufficiency and/or engage in meaningful activities such as school, work, and/or volunteering. (Services provide knowledge and specialized skill development and support.)
- Standard 14.4 Progress toward IPOS goals and objectives is present in the service documentation.
- Standard 14.5 Work Preparatory Services (teaching concepts as attendance, task completion, problem solving and safety). Improving attention span and motor skills.
- Standard 14.6 Service documentation is individualized.

Sample Progress Note

CLS Goal: Calvin will attend 2 outings of his choice weekly and demonstrate appropriate interactions with people in the community for 80% of all outings for 12 months.

Good Note: Calvin participated in the choice of today's outing by choosing between two options. He chose to go to the mall. Calvin responded to the cashier's questions with no prompts and his answers were appropriate.

Bad Note: Went to the mall. Calvin had fun. It was a good day.

Sample Progress Note

CLS Goal: Jen will follow her nightly routine with no more than 2 prompts for 75% of opportunities for 12 months.

Good Note: Jen followed her visual schedule with prompts. She ate dinner, chose to complete a word search puzzle, and went to her room at 8:30. She was independent in cleaning up her room, with nothing on the floor before going to sleep. She was still sleeping at the end of the shift.

Bad Note: Jen had some food and hung out in the living room for a while before going to her room for the night.

Sample Progress Note

Respite Goal: Caregiver will receive temporary breaks from care while ensuring that Mackenzie is safe, supported, and engaged.

Good Note: Provided respite care so Mackenzie's parent could get a break from care. There were no behavioral events or injuries requiring intervention. She was assisted with preparing a snack and engaged in preferred activities safely.

Bad Note: Mackenzie played with Play-Doh and watched TV.

Words to use in a progress note:

Assisted

Observed

Monitored

Taught

Coordinated

Advocated

Helped

Prompted

Reminded

Directed

Explained

Supported

Attended

Participated

Choices

Safety

Independent

Skills

Prepared

Socialized

Activities

Checked

Built

Aware