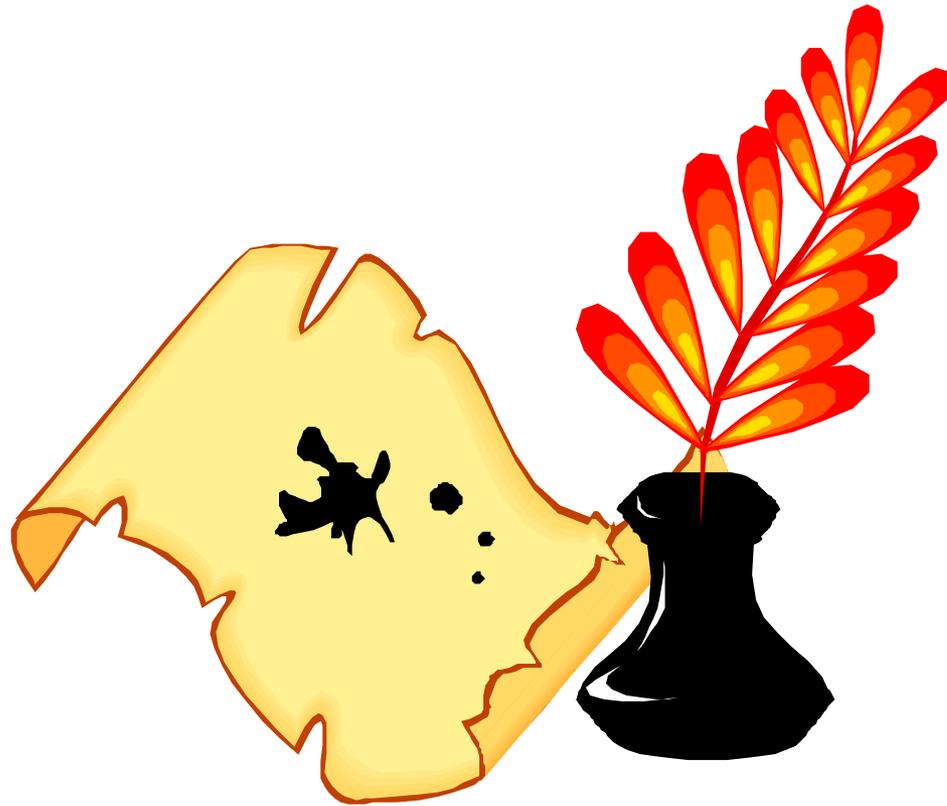


# DOCUMENTATION

If it wasn't documented, it didn't happen



# Legal Document

- Michigan Mental Health Code
  - Must be kept confidential
- Department of Public Health
  - Mandate certain record keeping practices
- Medicare/Blue Cross
  - Require accurate records
- CARF
  - Accreditation standards



# Legal Document



- Laws for record keeping practice:
  - 42 CFR Part 2, Confidentiality of Substance Abuse Records (August 1987)
  - 45 CFR Parts 160 and 164, Standards for Privacy of Individually Identifiable Health Information
  - P.A. 258 of 1974, Mental Health Code, as amended
  - P.A. 488, Confidentiality of HIV, AIDS, and ARC (August 1989)
  - P.A. 368 of 1978, as amended, Public Health Code (Administrative Rules for Substance Abuse Service Programs in Michigan)
  - P.A. 238 of 1975, as amended, Children's Protective Services Act
  - P.A. 280 of 1939, Adult Protective Services Act, M.C.L. 400.1 et. seq.
  - HP.A. 87 of 1978, as amended

# Individual Record

- Clinical
- Day Program
- Residential



# Individual's Record

Must include:

- Plan of Service
  - What services are needed
  - Changes in the plan
  - Past & present treatment of physical and psychological conditions
  - Progress Notes
- Health Information
  - Illnesses
  - Doctor's Orders
  - Medication
- Unusual Incidents

# INCIDENT

- An occurrence that disrupts or adversely affects the course of treatment or care of a recipient, or program management or administration



# Categories

- Death
- Suicide
- Emergency Care
- Abuse/Neglect
- Criminal Act
- Medical Issue
- Staff Injury
- Vehicle Accident
- Emergency Procedures
- Physical Testing Error
- Inappropriate Sexual Conduct
- Exposure to Blood or Body Fluids
- Safety Issues
- Recipient as Employee Injury
- Other Critical Incidents



# Behavior Description

- Reporting specific, observable actions of another without judging the behavior as good or bad or suggesting a motive.



# Is it a Behavior Description?

- Jane is irresponsible
- Mary did not make her bed this morning
- John attacked Tom 3 times before noon today
- John hates Tom
- George ate 6 donuts for breakfast
- Mary paced for 45 minutes after her appointment was cancelled
- Sally became angry and hit Jonathon
- Joe had a behavioral this afternoon

# Basic Tips

## Do's

- Describe events in the order they occurred
- Errors
  - Draw one line through error
  - “Error”
  - Initial and date
- Sign first, last name and job title
- Use person's legal name or case #
- Draw a line through unused space between the end of your comments and your signature.

# Basic Tips

## Don'ts

- Erase, scribble, blot, or white out errors
- Postpone
- Change any record  
reason
- Use one person's full name in a  
person's record



# TEST TIME!



- You may use your notes and handouts
- When you are finished return to instructor
  - Test
  - Answer Sheet
  - Training Slip
- You will know the results immediately
- Don't forget to give the pink part of your training slip to you supervisor.