

## Documentation Guidelines for CMHA-CEI Direct Care Staff Training Test

**Instructions: Please circle the answer to each question. Sixteen correct answers (80%) are required to pass this course. Once you have completed the test, turn into your manager.**

1. Documentation is:
  - a. A way to share information with others who are involved in the care of a consumer
  - b. An essential tool for planning treatment programs
  - c. A method of tracking a person's progress over time
  - d. All of the above
  
2. Which of the following is a legal document?
  - a. Clinical Record
  - b. Medical Records
  - c. Incident Reports
  - d. All of the above
  
3. An individual's Clinical Record must include:
  - a. A copy of their Permanent Record from High School
  - b. The pink slip to their automobile
  - c. Person Centered Plan
  - d. None of the above
  
4. Information contained an individual's Residential or Day Program never overlap. Any documentation from the Residential Record or Day Program Record is never added to the Individual Clinical Record.
  - a. True
  - b. False
  
5. Staff can refer to a Val's medical record for information about:
  - a. Val's relationship with her father
  - b. Val's career goals
  - c. How to care for Val if she has a seizure
  - d. None of the above
  
6. The two primary functions of Progress Notes are:
  - a. Documenting staff's activity and evaluating staff time management
  - b. Documenting medication errors and filing complaints against staff
  - c. Documenting service delivery and progress of treatment
  - d. Documenting a choking emergency and staff's response

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7. "Please remember to get Sharon's favorite pair of socks out of the Clothes Dryer before she wakes up tomorrow morning" would best be recorded in the:
  - a. Residential Record
  - b. Progress Notes
  - c. Incident Report
  - d. House log
  
8. "An occurrence that disrupts or adversely affects the course of treatment or care of a consumer" is:
  - a. A very bad idea
  - b. An incident
  - c. Nothing to be concerned about
  - d. Someone else's problem
  
9. Sarah chokes on a meatball during dinner and you successfully perform abdominal thrusts to clear her airway. Since she did not sustain any injuries in the process and is fine now, there is no need to record the incident.
  - a. True
  - b. False
  
10. Shortly after lunch, Todd attempts to attack Lisa by swinging his fist at her head. She successfully dodges the blow and leaves the room while you calm him down. You must complete the incident report:
  - a. The next time you happen to run into your supervisor
  - b. Before you leave at the end of your shift
  - c. Within the next 5 minutes
  - d. All of the above
  
11. Which of the following is the best description of an incident?
  - a. George yelled at Tom
  - b. George said, "Tom I hate you!"
  - c. George hates Tom
  - d. Tom should avoid George
  
12. Which of the following is the most accurate description?
  - a. Mary cried for 45 minutes after her mother left.
  - b. Mary is sad
  - c. Mary misses her mother
  - d. Mary is a cry baby

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13. It is okay for Helen's brother in law to take her medical record to Kinkos so he can make copies as long as he brings it right back.
- True
  - False
14. You are looking through Barb's updated Person Centered Plan when Jim needs help in the kitchen. It is okay to take it with you and set it on the dining room table next to Bill while you help Jim, as long as you stay in the kitchen with Jim.
- True
  - False
15. Lisa, a staff person from another worksite, finds out that her 2nd cousin, Tim resides at the group home where you work. Since she is related to Tim and works for the agency, she has a right to look through Tim's record.
- True
  - False
16. Rachel has been working in the home for the past 9 months. She loves to text. You notice that Rachel is using text language on all the progress notes. Is this okay?
- Yes, as long as everyone who works in the home understands the language
  - Yes, we live in a technically advanced world, we have to keep up with the latest trend
  - Yes, but only when she is in a hurry
  - No, we can only use acronyms that have been approved by CMHA-CEI
17. To correct an error in a handwritten record, you should: Draw one line through the error, write "error", initial and date the error.
- True
  - False
18. Falsification of information or tampering with a clinical record is a criminal offense which is subject to progressive discipline up to and including immediate termination from employment or other legal consequences
- True
  - False

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19. Bob is embarrassed by his writing skills. He asks you to do his paperwork for an incident he was involved in with another staff member. This includes signing his signature. Can you do this?
- Yes, as long as he witnesses you signing for him
  - Yes, staff are supposed to work as a team
  - No, that is illegal
  - No, Bob is lazy
20. When handwriting documentation staff should:
- Use a pencil in case they have to erase something
  - Wait until the next day to filter out unnecessary details
  - Write in permanent black ink
  - Ask someone else to do it for them



Training Unit  
**Answer Sheet**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Agency: \_\_\_\_\_ Work Location: \_\_\_\_\_

Date: \_\_\_\_\_

- Course (Circle one):**
- |   |                                 |
|---|---------------------------------|
| Blood Borne Pathogens/Infection Control | Cultural Competency & Diversity |
| HIPAA Privacy & Security                | Environmental Safety            |
| Person Centered Planning                | De-Escalation Skills            |
| Corporate Compliance                    | Limited English Proficiency     |
| Recipient Rights                        | Trauma Informed Care            |
|   | Appeals and Grievances          |

I attest, by filling out below, that I have reviewed the content for the circled course above and have completed the test to the best of my ability.

**Once you have completed the test, turn into your manager.**

Choose the one best answer for each question. Mark your answer below by circling the appropriate letter for each question.

- |    |   |   |   |   |   |    |   |   |   |   |   |
|----|---|---|---|---|---|----|---|---|---|---|---|
| 1  | A | B | C | D | E | 14 | A | B | C | D | E |
| 2  | A | B | C | D | E | 15 | A | B | C | D | E |
| 3  | A | B | C | D | E | 16 | A | B | C | D | E |
| 4  | A | B | C | D | E | 17 | A | B | C | D | E |
| 5  | A | B | C | D | E | 18 | A | B | C | D | E |
| 6  | A | B | C | D | E | 19 | A | B | C | D | E |
| 7  | A | B | C | D | E | 20 | A | B | C | D | E |
| 8  | A | B | C | D | E | 21 | A | B | C | D | E |
| 9  | A | B | C | D | E | 22 | A | B | C | D | E |
| 10 | A | B | C | D | E | 23 | A | B | C | D | E |
| 11 | A | B | C | D | E | 24 | A | B | C | D | E |
| 12 | A | B | C | D | E | 25 | A | B | C | D | E |
| 13 | A | B | C | D | E |    |   |   |   |   |   |

**Instruction for Manager:** If CLS or B-Contract, grade and keep for your own records. Records will be reviewed during site visits. If A-Contract, send completed (ungraded) answer sheet to the Training Unit.

Grade\*: \_\_\_\_\_ out of \_\_\_\_\_ \*must equal 80% or above to pass **Manager Initials** \_\_\_\_\_