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 practices:

- 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. 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 for any reason
• Use one person’s full name in another 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 your supervisor.