

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
**Progress Note Documentation For  
Waiver Services**

**Chapter:**  
**5**

**Effective Date:**  
**9/25/2008**

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**Policy Number:**  
**5-200-102**

**Robert Fleese, President - CEO**

## SCOPE:

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

## INTRODUCTION:

1. Progress notes are considered documentation of a billed service. Each billed service will be supported by a progress note. Progress notes for services provided during the month will be submitted no later than the fifth of the following month to the designated Administrative Assistant for filing by person. Progress notes will be retained for up to four years after the service is furnished.
2. Progress notes will be completed for each Outcome Phrase in the individual's ISP by the designated Program Specialist, Coordinator or Clinical staff. Multiple entries can be made on each Progress note. A progress note will not document services to more than one individual. Progress notes will not document services for more than one calendar month.
3. The progress note will include the person's name, the month and year, service type, date or dates of service, the number of service units delivered, the W code (Service code), the outcome phrase or phrases from the ISP, the progress code, and the plan to support progress or address lack of progress. (See attached form.)
4. **Non-intermittent services** are continuous, consecutive, approved services scheduled on a regular basis. For **non-intermittent** services at minimum, only one monthly progress note

is required. Non-intermittent services include Residential Services, Day Activity or Pre-vocational services, and Family Living/Lifesharing.

5. For **intermittent services**, a progress note is required for each time the service is provided. Intermittent services include Supported Living and Clinical Services.

## **DISCUSSION:**