

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Documentation

Chapter:

Effective Date:
7/1/1992

Revision Date:
11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. Documentation is the written record of significant and factual information relevant to each consumer. It is the responsibility of the staff members to provide a written accounting of important events related to each person their care for their shift.
2. Documentation is important for several reasons:
 - It coordinates the services of all of the staff who work with the consumer.
 - It provides a historical, permanent record, especially valuable in planning future services for a person.
 - It is often required by law or licensing regulations.
 - It can offer protection against lawsuits
 - It is a necessary part of the job.
3. Many staff members dislike paperwork and see it as taking them away from the direct service duties. Also, some people have trouble expressing themselves in writing. As a result, we try to create record keeping systems to reduce the time and energy you must spend on documentation.
4. The type of paperwork that is required of staff members falls into several different categories:
 - Time sheets and employment related paperwork.
 - Accounting for consumer funds and personal property
 - Log entries
 - Reports describing extraordinary, unpleasant events that affect consumers.

5. The supervisor in each area will teach the staff what standard formats used for that residence and how to fill the forms out. He/she will also evaluate the efforts made by the staff. With practice and experience staff becomes more comfortable and more skilled in writing.
6. Basic rules of documentation include:
 - Print or write legibly, always using blue or black ink.
 - Be short and to the point, using as few words as possible.
 - Stick to the facts, do not elaborate on your thoughts and insights.
 - Tell the truth, accurately report information.
 - Include all the information that is needed; another person should have no questions after reading the report.
 - Report events in the chronological order that they happen.
 - Be timely. Document the information as close to the actual time it occurred if possible.
 - Never use white out or obliterate writing. Draw a single line through the error, initial it and continue.
 - Do not use your documentation to write nasty notes or criticize or accuse another person.
 - Always sign, date and time your entries.

DISCUSSION: