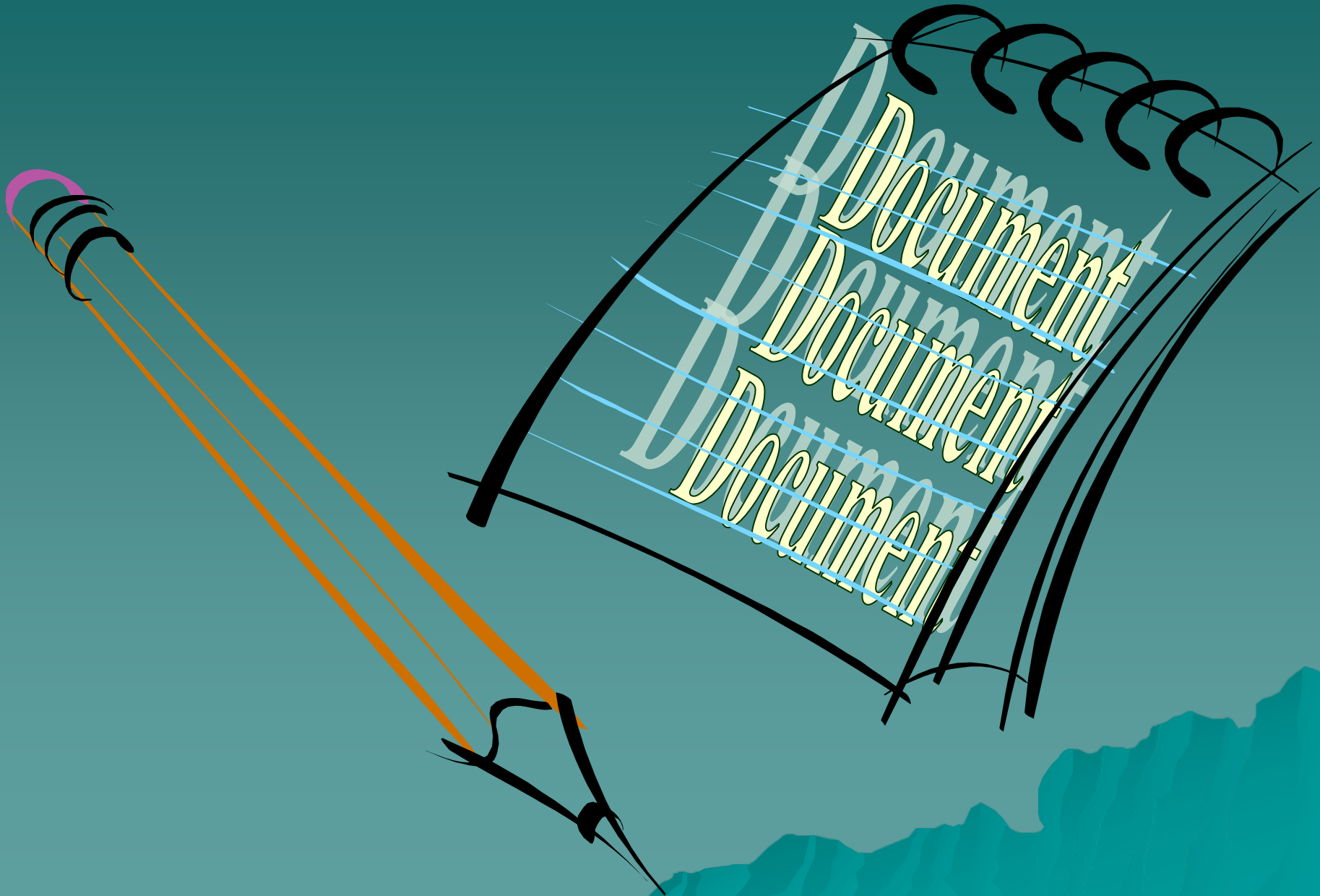


Documentation



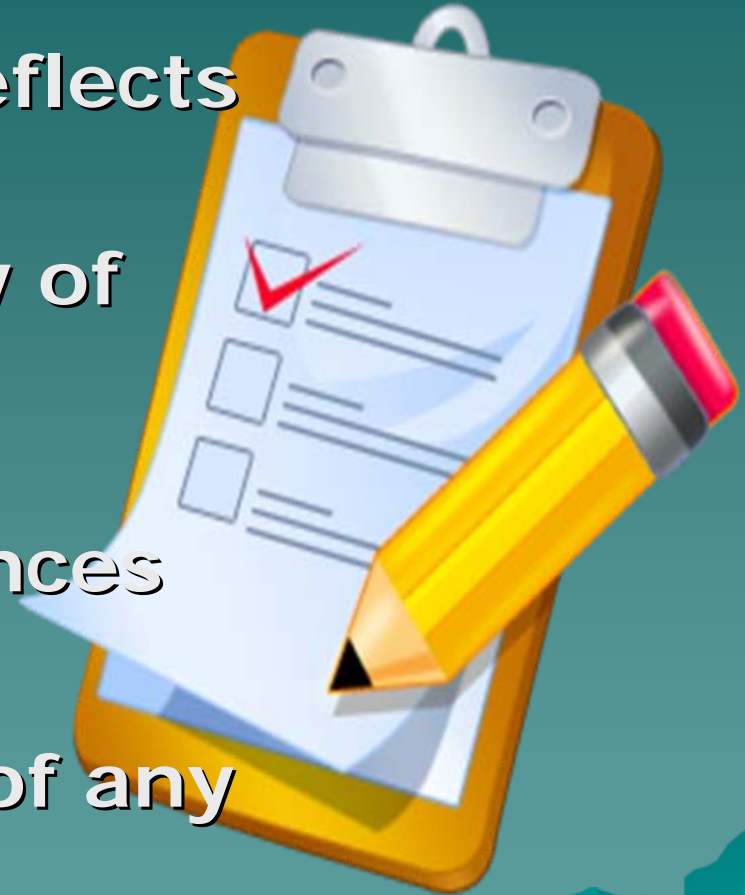
The Need to Focus On Documentation



- ◆ Lack of information
- ◆ Incorrect information
- ◆ Extraneous information
- ◆ Maintaining quality of FACTS system

The Benefits of Good Documentation

- ◆ Promotes as well as reflects good practice
- ◆ Assists with continuity of practice
- ◆ Focus on behavioral changes/ not compliances
- ◆ Reduces liability
- ◆ Provides justification of any deviation from policy



What is Good Documentation?



- ◆ Information to support the plan
- ◆ Information to support the decisions made
- ◆ Information to show the status, changes, and progress of families
- ◆ Information to show the work of the agency with the children and family

How your records Can show Good Documentation

- ◆ Set expectations
- ◆ Hold yourself accountable for quality content and timeliness.
- ◆ There are no silly questions. Ask your supervisor for guidance and feedback.
- ◆ Know policy and good case practice.

