



The Georgia Collaborative ASO

Writing Person Centered Notes For Goals and Objectives

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Introductions

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**This presentation was
initiated by the State QI Council to help improve the quality
of documentation across the State.**

Disclaimer

This training provides specific guidance about person centered documentation.

Please note that this training is not all inclusive of all documentation requirements for NOW/COMP providers. Additional information can be found in the DBHDD Provider Manual and NOW and COMP Manuals.



**Remember,
you are
documenting *my*
story!**



IDD Standards for Documentation on Goals and Objectives

Provider Manual for Community Developmental Disability Providers Section III: Documentation (July 2017)

- Interventions or activities occurring to achieve the goals
- Individual's response to interventions or activity based on data
- Progress notes or Learning Logs describing progress towards goals



Person Centered Notes for Goals and Objectives Include:

Training provided on the goal/objective/task

Supports/prompts/coaching given by staff

How the person responded

What parts of task were achieved

Progress made/not made and the measure used to determine this

Justify whether progress was made or not

Anything you might do differently next time and any next steps

Do's and Don'ts



DOS

- Coaching Provided
- Person's Response
- Learned New



DON'TS

- Only Staff Actions
- Not Matching Objective
- No Progress or lack of Progress

Which note is person centered?

Objective: Charlie will develop a shopping list when he goes grocery shopping.

“Charlie wrote down the shopping list and asked staff to assist him on the list. Charlie did a good job on this goal.”

VS

“In making his shopping list, Charlie remembered all of the desserts he wanted but needed to be reminded about his favorite things he likes to eat for breakfast, lunch & dinner. He showed progress because he remembered to include toilet paper and paper towels, which he always forgets. Next time, prompt Charlie to start with breakfast, lunch & dinner. ”

Which note is person centered?

Objective: Sam will take part in an athletic activity of his choice for 15 minutes, (exercises such as stationary bicycle, walking on the track, walking on the treadmill).

“Sam completed his goal with verbal prompting”

VS

“Today, Sam chose to walk on the track and did so for 12 minutes. Staff reminded him that he was only 1 minute away from his best performance, and Sam walked one more minute. When staff cheered for his new record, he “high fived” the staff and left the track laughing.”





DDP Documentation



IDD Standards for Documentation for DDP

Provider Manual for Community Developmental Disability Providers (September 2017)

- Section E.4:
 - Ongoing review of any person receiving clinical services (nursing, therapy, behavioral services) and any person with changes in functional, medical, behavioral, and social status.
 - Other contact or communication with or on behalf of the person.
- Page 20:
 - Purpose of the visit or contact, for assessment or evaluation, training, plan for intervention and any changes in service delivery.

Person Centered DDP Documentation

Progress on Goals

- Review of progress/lack thereof over the review period.
- Summary of data/measures.
- Any new strategies/supports tried.

New Information

- Updates related to health, safety, rights and community connections.
- What did staff learn from the person?
- Any new experiences, choices offered, preferences learned.

Assessment of Satisfaction

- An assessment of satisfaction with services, with indication the person is asked about this & offered the option to make changes.
- If the person requests changes, what the DDP will do to follow up.
- Any additional follow up needed to ensure the person is receiving supports and services according to the ISP or any new needs identified.

Tips For Improving Your Progress Notes



TIPS!

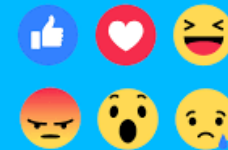
- **Ensure statements of progress or lack of progress are backed up with how you know that.**
- **Do your Notes “beg” any questions? Are there gaps in information?**
- **Write the Notes with the person: sit after the session and ask the person what progress was made or what changes are needed to provide better supports.**
- **Make sure the data is accurate and reflects the measure.**
- **Critique each other’s work across homes/sites to learn from each other and to build on each other’s strengths. Trade Notes with a co-worker. Use peer mentors who write great Notes.**
- **Evaluate your organization’s format being used to document on goals and objectives to ensure there is a means to document person-centered details.**
- **Use prompts and questions in the documentation template to help remind staff of what should be documented.**

Key Areas to Remember



Coaching

Response



Progress



**Remember, you
are documenting
my story!**



Questions and Feedback



The Georgia
Collaborative ASO



Evaluate the Training



Thank you!

For Georgia Collaborative ASO general inquiry or questions please email:

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