

## RCS/HCT BHP Paperwork Expectations:

Paperwork needs to be completed in a timely and professional manner. It is the BHP's responsibility to ensure that it is done completely and correctly before turning it in to their supervisor before 4pm each Friday. RCS paperwork includes:

- A billing sheet listing each contact with individual child (one child) and one month only per billing sheet. Therefore, clients have separate billing sheets. Also please make sure that the time listed for each session matches the time on the corresponding progress note.
- A progress note for each contact made with client, signed by parent or guardian. Please make sure the dates match front to back, and that you are signing and printing your name where asked for. Make sure to fill out all sections asking for information. **It is very important that your notes reflect the work you are doing with your client's to help them achieve progress towards their objectives.**
- Any additional paperwork generated during the week, (i.e. non-billable notes, Incident Accident reports etc.).

Use Blue or Black INK only.

When making corrections, draw One line through an error, (so you can still read it). BHP must initial and date each error corrected. NEVER use white-out!!!

Do not use abbreviations on any of your paperwork. You must use full words, with the exception of the acronym BHP when referring to yourself.

Do Not use the client's name or initials; (write client) when filling out *justifications* on progress notes.

Do not write your name, (write BHP) or anyone else's name, (write *peer, friend, mother, father, guardian, sibling, etc.*). Proper names should only be written/typed where asked for such as the top of the note or at signature spots etc.

## Remember!!!

What is written will follow a child throughout their life! Additionally, parents, the children, and other providers, (including lawyers...) may see what you have written at any time.

Also, if it is not documented... it did not happen...record everything relevant! Use the non-billable note to document things outside of objectives and progress, as it acts as a catch-all for concerns you may want to document.

## Objective versus Subjective:

We are expected to document in an objective manner; an objective statement is a fact, meaning all can agree that what is written is what occurred or was observed. Objective observations are factual, impersonal, and non-judgmental...i.e.-Johnny said "I'm angry" when told he could not go to the store.

Subjective observations are interpretations; these include personal thoughts and feelings...IF a subjective observation is recorded, it must be backed up...i.e. Johnny seemed mad about not going to the store as evidenced by his kicking the door and yelling. It is generally best practice to find an objective way to record the incident...i.e.-Johnny kicked at the door and yelled when told he could not go to the store.

Of the three examples below; identify which one is subjective, which one is objective, and which one is considered to be both.

1. Kim was happy when all the BHP's turned in their paperwork on time. \_\_\_\_\_
2. Andrea said "I am angry", when told that the paperwork had been lost. \_\_\_\_\_
3. Lisa appeared happy that the paperwork was found; she said "Thank goodness I found it!" \_\_\_\_\_

Be especially aware of accidentally drifting off into subjective writing when filling out a summary or a narrative such as on a Non-billable note or within an Incident/Accident report.