BHP SELF-Q/A CHECKLIST FOR PROGRESS NOTES

Reminder: It is the BHP's responsibility to complete paperwork in a timely and professional manner.

☐ Write client's full name (first and last) at the top of the note where asked for. Initials and nicknames are not acceptable.

☐ Do all the dates on my note match? They should.

☐ Did I write the start time and end time of the session using a colon (like a clock)? Ex. 3:00 pm rather than 3 p.m.

☐ Does my overall start and end time, at the top of the note match the start of my first event/activity and the end of my last event/activity on the note?

☐ Is all the time accounted for? There should be no unaccounted for time on your note. If you take an official lunch break then indicate that on your note and resume the note when you restart the session.

☐ As you fill out the rows on your note there should be no blanks left in any of the columns. Except of course, the boxes that remain after your last row entry.

☐ When filling out the first column, refer to your events/activities sheet that you were given at paperwork training. This highlights terms that reflect the type of activities you should be doing with clients individualized to their objectives, of course.

☐ Make sure to list objectives worked on and give ratings for those where asked for in the middle columns. <u>All</u> billable time has to be clearly connected to an objective or it is <u>not</u> billable (unless it's a crisis) *For HCT only*: be sure to list behavior codes from the list on the back of your note. There is always something from the list that applies. Also be sure you have the objectives written/typed out on the back of the note where indicated. If the clinician is still working on the Plan of Care (such as on a new case) then write "objectives forthcoming from clinician" instead, and get them from the clinician as soon as possible.

☐ Also refer to your “Paperwork Expectations” sheet that was also given to you as part of the paperwork training packet. This is a guide that will answer many FAQs by new BHPs, such as how to handle corrections. **Never use white-out!** Draw one line through the error, initial and date it along with writing “error” next to it.

☐ The last column: Justifications; should reflect what the client did during activity **in regards to his/her objective/s listed for that activity/event. It should also include what you as a BHP did to support the client in working on the objectives you listed**.

☐ On the backside of your note, make sure to check off if you did an incident accident report during this session.

☐ Make sure you have signed the note, printed your name, and dated it where asked for. Be sure to give a parent/guardian the opportunity to read it, and <u>obtain a parent signature</u> at the end of your session.

☐ **Cancellations**: If a scheduled session cannot be rescheduled within a reasonable timeframe, (refer to your supervisor, as it may be different for RCS to HCT), then it is considered a cancellation. A note with minimal information should be submitted. It should have the date and client’s name on the front, a brief justification indicating cancellation, the appropriate box on back checked for cancellation, and BHPs signature, printed name, date, and **zero** hours written on the back.

***Please remember this is considered a legal document.** Every Q/A check on this list is important! If any one of these is missing or erroneous then corrections have to be made. This can slow down the process and impact the agency. Please be sure to use this list to double check your work before turning it in. Continuous paperwork mistakes may result in corrective action by your supervisor and impact your employment with UCP.