

## Topics for Follow-up BHP PPWK Training

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- ❖ Objective vs. Subjective writing
  - “Client got upset” vs “Client stomped his feet on way to his room”
  - “Client wasn’t feeling well” vs “Client wasn’t feeling well per mother’s report”
- ❖ Adding information where none asked for such as notes to self or writing where clinicians’ objectives are. Legal Document!
- ❖ Write full date, that means include the year on all dates, and on all documents.
- ❖ Justifications should show that you are using more tools than just prompts for everything. Also when using prompts put if either verbal or physical prompt being used. Don’t write the same exact phrase in every box. Give more info than that. Mix it up when possible.
- ❖ Use/fill out the rows on the progress note. Do not put only one row of information to cover multiple hours’ worth of work. Your time needs to be broken down to reflect the activities/events you are doing throughout the session.
- ❖ Your ppwk should reflect that this is a professional BHP service vs a babysitting service...
  - “Mother instructed BHP to...” vs “Mother asked BHP to”
  - “Client jumped on trampoline” vs “Client chose trampoline as preferred activity reward for following 3 step directions.”

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- ❖ Date/Hours should be entered on the back of the progress note before the parent signs the note. This could be interpreted as an attempt at Maine Care fraud. Please don't leave yourself open to such possible allegations.
- ❖ Cancelled session notes need dates too. Please refer to your reference sheet that explains how to handle cancellations. If you don't have one then ask your supervisor for one or stop by the file room and get one from us.
- ❖ For RCS BHPs, start using the new RCS progress note that has a place for the objectives on the back. HCT and RCS, make sure the objectives are filled in.
- ❖ Absolutely no scribble outs or white out can be accepted. Refer to your reference sheet that explains how to handle errors correctly. If you need another one get it from your supervisor or stop by the file room and get one.