

# Documentation

Credentialed Providers

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# Purpose of Documentation

The goal of detailed documentation:

- Record the progress of services
- Accountability
  - Clients
  - Agency/Service Provider
  - DCF



# Why is thorough documentation important?

- Federal & State Law requires DCF to ensure:
  - Safety
  - Permanency
  - Well-being
- Outcomes = Funding
  - Must demonstrate effectiveness of services to maintain/increase funding



# Best Practice

Documentation should be:

- Be factual and concise
- Record only relevant information
- Detail your efforts to meet the goal(s)
- Demonstrate accountability
- Describe your observations
- Provide meaning and context to contact



# Credentialed Provider Documentation Form

## GOALS

S - Specific

M - Measureable

A - Achievable

R - Relevant

T - Timely





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## What was the activity on this date:

- How does this activity connect with the goal(s) listed above:
  - What specifically about this activity helps the child/family reach the identified goal(s)
- Strengths of visit:
  - What went well?
  - Was progress toward goal(s) made? What is the evidence of this (how do you know)?

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Describe the area(s) that require more support:

- What do you need to continue to work on in order to meet identified goal(s)?
  - Why?

Based on today's visit, what is the plan for the next visit to address unmet goals to build on success:

- What specifically will you do during the next visit to make continued progress in meeting the identified goal(s)?



Questions?