

Subject: Home Coordinator Review of required Therap Documentation

Purpose: To establish quality assurance procedures to ensure that daily documentation occurs on each individual receiving service in accordance with the Individual Support Plan.

The following policy relates to the responsibilities of the Home Coordinator for ensuring adequate documentation of daily notes (tlogs) for EVERY shift as well as documentation on IP objectives. It is the responsibility of the Home Coordinator to do the following:

1. Review tlogs at least 2 times per week, but more frequently if possible. The HC is responsible for ensuring that the tlogs are being completed on each shift and that they contain information that is detailed and written per Woodhaven standards. Since the HC has to review all levels of the tlogs (low through high) it is best to do this several times a week to avoid becoming overwhelmed.
2. HC's should read the tlogs and look to ensure:
 - a. All information is contained in the heading, including the correct date, time of the shift and the words "daily notes". This information must be accurate and complete.
 - b. The tlog is accurate. It contains information only pertaining to the individual supported and is written per Woodhaven guidelines. (Review procedure 2-6-30) The tlog should be detailed with specifics of the activities and objectives the individual supported completed that day.
 - c. HC should look for changes in behavior in the individual supported that may indicate there is something unusual going on that may require follow up. HC should report any concerns to their Program Manager.
 - d. HC should follow up with any staff and have them complete a follow up note with any corrections needed. This can be done through scomm or communicated verbally but the HC should be sure to follow up to ensure it was completed.
3. The HC should ensure the tlog is written in a timely manner (within 72 hours of the shift at the latest). Only the HC can give permission for a tlog to be written after a shift has been completed. If the HC has given permission, they must follow up to ensure this documentation was completed within the allotted time. It should be noted that the staff may NOT complete their tlogs from home or after their shift has ended. Staff also may NOT stay late to complete a tlog unless the HC has given them permission. **It is the HC's responsibility to flex the staff out during the same pay period to avoid overtime if they give permission for staff to stay late.**
4. The HC also needs to review Individual Plan objectives data collection when they are reviewing tlogs. They need to ensure that the data is being reported in accordance with the IP (i.e. daily, weekly, monthly etc.). They should be reviewing this data at least on a weekly basis and addressing issues with staff when they see them occurring. Documentation of data is reported on the Individual's monthly review, for that reason, at this time a separate document is not being required for HC's to complete to ensure data collection is being monitored. **However, if PM's note that data collection is not being completed when reviewing monthly reviews and no action has been taken by the HC, they will proceed with disciplinary action for the HC.**

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5. The HC is responsible for holding each staff member accountable for accurate and timely completion of tlogs and data collection. The following should be addressed with verbal written counseling for the **FIRST** offense.
 - a. The staff fails to complete a tlog for their shift without notifying the HC.
 - b. The staff completes a tlog after their shift from home or another location.
 - c. The staff stays late without permission to complete tlogs.
 - d. Staff obtains permission to complete their tlog at their next shift (within 72 hours) but fails to do so.
 - e. Staff does not implement and record data for an IP objective that was scheduled to be completed on their shift.

If these incidents occur on more than one occasion, the HC will need to use progressive counseling guidelines to address this issue. Repeated failures on the part of the employee to document will result in a written reprimand, suspension and finally a recommendation for termination.

The HC should consult with their Program Manager if repeated counseling is necessary or if a suspension is being recommended.

Failure to hold staff accountable for the completion of tlogs will result in disciplinary action for the Home Coordinator. The same progressive counseling steps will be utilized with the Home Coordinator to ensure that tlogs are completed each shift and that the Home Coordinator is addressing any failures on the staff part to complete this essential job responsibility.

Approved by: _____
Director of Residential and Community Services

Date: _____

By signing this form, I acknowledge that I have received and read Procedure 2-6-31
Revised on 8/17/21 Home Coordinator Review of Therap Documentation

Employee Acknowledgement

Date

Printed Employee Name