

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



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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?