

☒ Wraparound ☒ Wraparound-REACH ☐ FISS ☒ Project O-Yearh	Effective Date: 1/1/15	Subject: PROGRESS NOTES
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I. POLICY

It is the policy of Wraparound Milwaukee that all enrollee-related activities provided by Care Coordinators/Transition Coordinator be documented in Synthesis (*Wraparound Milwaukee's IT system*). The Progress Note, as defined in Synthesis, consists of the date of the note, the note text and the writer's signature.

II. PROCEDURE

- A. All Progress Notes (see Attachment 1 – Sample Progress Note Entry and Attachment 2 – Crisis and Documentation Guidelines) must be completed and finalized in Synthesis within ten (10) days of the contact. A hard copy of the Progress Notes are no longer required to be kept in the client file, as they are now part of the electronic record.
- B. Progress Notes are electronically signed by the author. For notes that are not electronically signed, the printed progress notes must be signed with the full name (or a minimum first initial and last name) of the writer and his/her credential (i.e., M.A., B.A., etc.). If the author of a Progress Note is not available to sign the Note (i.e., a Care Coordinator/Transition Coordinator unexpectedly leaves an Agency), and that person cannot be located to acquire the signature, then it is permissible for the Care Coordination/Transition Coordinator's Supervisor or Lead to sign off on the Progress Note as follows: "Kathy Miller, MSW for John Jackson, BS". A Progress Note should be entered into the chart by the Supervisor or Lead, indicating why the Progress Note was signed by someone other than the author.
- C. At minimum, a weekly Progress Note for Wraparound and a bi-weekly Progress Note for REACH, documenting your face-to-face contacts (or attempts to make a face-to-face contact) with the family and the youth is required. If a family/caregiver indicates that they do not desire weekly/bi-weekly face-to-face contact, this must be referenced in a Progress Note every month.
- D. No more than a total of 12 hours can be reported within the context of a Care Coordinator/Transition Coordinator cumulative Progress Notes in one day. If an attempt is made to enter more than 12 hours of time, an error message will appear. If more than 12 reportable hours were worked in that day, Supervisors and Leads at the agencies have access to increase the amount of time reported.
- E. When a Care Coordinator/Transition Coordinator is on vacation, sick leave or a planned absence, a Note referencing this must be entered. The Note must indicate the dates the Care Coordinator/Transition Specialist will be gone, the name(s) of the person(s) who will be covering for him/her, and the coverage person's phone number. This Progress Note must be entered prior to the Care Coordinator/Transition Coordinator going on leave, vacation, etc.

Weekly Progress Notes Examples

Mitesh S. Patel, Derek K. Juang



Weekly Progress Notes Examples:

Early's Physical Dysfunction Practice Skills for the Occupational Therapy Assistant E-Book Mary Beth Patnaude, 2021-01-15 NEW Intervention Principles for Feeding and Eating chapter is added to this edition NEW Reorganization of all chapters aligns content more closely with the Occupational Therapy Practice Framework NEW Combined chapters make the material more concise and easier to navigate

The Adolescent Psychotherapy Progress Notes Planner David J. Berghuis, L. Mark Peterson, William P. McInnis, Arthur E. Jongsma, Jr., 2014-03-12 Save hours of time consuming paperwork with the bestselling therapist's resource The Adolescent Psychotherapy Progress Notes Planner Fifth Edition contains more than 1 000 complete prewritten session and patient descriptions for each behavioral problem in The Adolescent Psychotherapy Treatment Planner Fifth Edition The prewritten notes can be easily and quickly adapted to fit a particular client need or treatment situation The Fifth Edition Provides an array of treatment approaches that correspond with the behavioral problems and new DSM 5 diagnostic categories in the corresponding companion Treatment Planner Organizes treatment for over 30 main presenting problems including conduct disorder chemical dependence low self esteem suicidal ideation ADHD sexual acting out and eating disorders Provides over 1 000 prewritten progress notes summarizing patient presentation and treatment delivered Offers sample progress notes that conform to the requirements of most third party payors and accrediting agencies including The Joint Commission COA CARF and NCQA Saves clinicians hours of time consuming paperwork yet offers the freedom to develop customized progress notes Presents new and update information on the role of evidence based practice in progress notes writing and the special status of progress notes under HIPAA

The OTA's Guide to Writing SOAP Notes Sherry Borcharding, Marie J. Morreale, 2007 Written specifically for occupational therapy assistants The OTA's Guide to Writing SOAP Notes Second Edition is updated to include new features and information This valuable text contains the step by step instruction needed to learn the documentation required for reimbursement in occupational therapy With the current changes in healthcare proper documentation of client care is essential to meeting legal and ethical standards for reimbursement of services Written in an easy to read format this new edition by Sherry Borcharding and Marie J Morreale will continue to aid occupational therapy assistants in learning to write SOAP notes that will be reimbursable under Medicare Part B and managed care for different areas of clinical practice New Features in the Second Edition Incorporated throughout the text is the Occupational Therapy Practice Framework along with updated AOTA documents More examples of pediatrics hand therapy and mental health Updated and additional worksheets Review of grammar documentation mistakes Worksheets for deciphering physician orders as well as expanded worksheets for medical abbreviations Updated information on billing codes HIPAA management of health information medical records and electronic documentation Expanded information on the OT process for the OTA to fully understand documentation and the OTA's role in all stages of treatment including referral evaluation intervention plan and discharge Documentation of

physical agent modalities With reorganized and shorter chapters The OTA's Guide to Writing SOAP Notes Second Edition is the essential text to providing instruction in writing SOAP notes specifically aimed at the OTA practitioner and student This exceptional edition offers both the necessary instruction and multiple opportunities to practice as skills are built on each other in a logical manner Templates are provided for beginning students to use in formatting SOAP notes and the task of documentation is broken down into small units to make learning easier A detachable summary sheet is included that can be pulled out and carried to clinical sites as a reminder of the necessary contents for a SOAP note Updated information expanded discussions and reorganized learning tools make The OTA's Guide to Writing SOAP Notes Second Edition a must have for all occupational therapy assistant students This text is the essential resource needed to master professional documentation skills in today's healthcare environment *The Psychotherapy Documentation Primer* Donald E.

Wiger, 2012-06-25 Everything you need to know to record client intake treatment and progress incorporating the latest managed care accrediting agency and government regulations Paperwork and record keeping are day to day realities in your mental health practice Records must be kept for managed care reimbursement for accreditation agencies for protection in the event of lawsuits to meet federal HIPAA regulations and to help streamline patient care in larger group practices inpatient facilities and hospitals The standard professionals and students have turned to for quick and easy yet comprehensive guidance to writing a wide range of mental health documents the Third Edition of The Psychotherapy Documentation Primer continues to reflect HIPAA and accreditation agency requirements as well as offer an abundance of examples The new edition features Revised examples of a wider range of psychological concerns New chapters on documentation ethics and the art and science of psychological assessment and psychotherapy Study questions and answers at the end of each chapter Greatly expanded The Psychotherapy Documentation Primer Third Edition continues to be the benchmark record keeping reference for working professionals reflecting the latest in documentation and reporting requirements

Fieldwork Educator's Guide to Level II Fieldwork Elizabeth DeJuliis, Debra Hanson, 2024-06-01 A new comprehensive resource for fieldwork educators and academic fieldwork coordinators Fieldwork Educator's Guide to Level II Fieldwork provides a blueprint for designing implementing and managing Level II fieldwork programs for occupational therapy and occupational therapy assistant students across practice settings Drawing from the expertise of renowned individuals in the field Drs Elizabeth D DeJuliis and Debra Hanson provide the tools for fieldwork educators and academic fieldwork coordinators to put together learning frameworks educational theories and clinical instructional techniques within and outside occupational therapy in order to create and maintain high quality Level II learning experiences Fieldwork Educator's Guide to Level II Fieldwork challenges fieldwork educators and academic fieldwork coordinators to shift their mindset to facilitating skill acquisition and to adjust their teaching approach to match the learning needs and developmental level of the student Designed to meet the definition of Level II fieldwork according to the 2018 Accreditation Council for

Occupational Therapy Education standards and in response to common pitfalls and challenges in clinical education today Fieldwork Educator s Guide to Level II Fieldwork is the go to guide for the busy practitioner and academic fieldwork coordinator What is included in Fieldwork Educator s Guide to Level II Fieldwork Expansive overviews of supervision models and vignettes illustrating use across practice settings Examples and templates to construct a learning plan site specific learning objectives orientation weekly schedules and learning contracts Tools and strategies to uniquely develop and foster clinical reasoning in fieldwork Models for dually approaching supervision and mentorship Strategies for addressing unique student learning and supervision needs Fieldwork Educator s Guide to Level II Fieldwork can be used as a standalone resource or as a complement to Fieldwork Educator s Guide to Level I Fieldwork which was designed in tandem with this text to holistically address Levels I and II fieldwork education

Physical Therapy Documentation Mia Erickson,Mia L.

Erickson,Rebecca McKnight,Ralph Utzman,2008 Complete accurate documentation is one of the essential skills for a physical therapist This book covers all the fundamentals includes practice exercises case studies throughout

Essential

Interviewing and Counseling Skills Tracy A. Prout,Melanie J. Wadkins,2014-03-27 This is the only comprehensive text to focus on the development of practical interviewing and counseling skills for master s level mental health counseling students It is structured around the goals established by the CACREP s 2009 document on standards for MHC programs and uniquely encompasses both theory and practice from the perspectives of a diverse array of theoretical schools and practice strategies The benefits of integrating complementary therapy approaches according to the needs of the client and the importance of multicultural considerations in interviewing and counseling are consistent themes throughout The book s hands on guidance regarding interviewing and counseling skills along with its embrace of different therapeutic modalities will enable students to learn how to provide care to clients that is tailored to their specific needs Each chapter includes a highlighted section that draws students attention to topics related to diversity and strategies for working with clients from a variety of populations Issues related to race ethnicity immigration and country of origin are highlighted along with age gender sexual orientation religion language and physical and cognitive abilities The use of case examples from multiple theoretical orientations offers a realistic view of what actually occurs in a consulting room The book also addresses working with clients who have serious emotional or psychological difficulties and covers evidenced based practice assessment and diagnosis and when and how to terminate treatment An instructor s guide and PowerPoint slides are also included Key Features Provides a balanced integrated theoretical and practical approach to interviewing and counseling with a focus on skills development Teaches the fundamental skills of empathy active listening treatment planning and developing a strong therapeutic alliance Includes Spotlight on Culture sections with case studies to emphasize how diversity informs sensitive and effective psychotherapy Provides exercises to help students discover their own blind spots in regard to diversity Offers a realistic window into the profession through numerous case examples

Introduction to Physical Therapy for Physical Therapist Assistants

Olga Dreeben-Irimia,2010-08-27 Written specifically for Physical Therapist Assistant PTA students this text is an excellent introduction for physical therapist assistant s education This new edition includes updated information regarding the relationship between the Physical Therapist PT and PTA and key concepts of the Guide to Physical Therapist Practice for better understanding of clinical guidelines It also includes new information regarding clinical trends in physical therapy Utilizing this text specifically for PTAs instructors can introduce students to information regarding professionalism professional roles interpersonal communication physical therapist s behavior and conduct teaching and learning and evidence based practice This comprehensive text will provide a valuable resource throughout the physical therapist assistant s education and training throughout the entire duration of the PTA program New to Second Edition Distinctive description of physical therapy developments from its Formative Years 1914 1920 to the APTA s Vision and Application of Scientific Pursuit of today PTA s usage of the APTA s Guide to Physical Therapist Practice Differences between physical therapy and medical diagnosis Contemporary clinical trends regarding wellness health promotion and disease prevention Instructor Resources Transition Guide PowerPoint slides and TestBank

Documentation for Rehabilitation - E-Book Lori Quinn,James Gordon,2024-04-12 Better patient management starts with better documentation Documentation for Rehabilitation 4th Edition demonstrates how to accurately document treatment progress and patient outcomes using a framework for clinical reasoning based on the International Classification for Functioning Disability and Health ICF model adopted by the American Physical Therapy Association APTA The documentation guidelines in this practical resource are easily adaptable to different practice settings and patient populations in physical therapy and physical therapy assisting Realistic examples and practice exercises reinforce the understanding and application of concepts improving skills in both documentation and clinical reasoning Workbook textbook format with examples and exercises in each chapter helps reinforce understanding of concepts Coverage of practice settings includes documentation examples in acute care rehabilitation outpatient home care nursing homes pediatrics school and community settings Case examples for a multitude of documentation types include initial evaluations progress notes daily notes letters to insurance companies Medicare documentation and documentation in specialized settings NEW Movement Analysis Linking Activities and Impairments content addresses issues related to diagnosis NEW An eBook version included with print purchase provides access to all the text figures and references with the ability to search customize content make notes and highlights and have content read aloud Updated case examples provide clinical context for patient documentation Revised content including updated terminology from the latest updates to the Guide to Physical Therapist Practice provides the most current information needed to be an effective practitioner Updated references ensure content is current and applicable for today s practice

Clinical Wards Secrets E-Book Mitesh S. Patel,Derek K. Juang,2011-12-01 Finally a book that answers the questions you have as you begin your clinical rotations In the popular format of the Secrets Series this book will help ease the transition from the classroom to the clinical wards The

popular Q history taking neurological exam and miscellaneous for even more complete coverage **Clinical Wards Secrets**

Mitesh S. Patel,Derek K. Juang,2010-01-01 Finally a book that answers the questions you have as you begin your clinical rotations In the popular format of the Secrets Series this book will help ease the transition from the classroom to the clinical wards The popular Q history taking neurological exam and miscellaneous for even more complete coverage **Video**

Games in Psychotherapy Robert Rice,2022-08-22 Video Games in Psychotherapy provides the reader with a practical session by session framework for using video games interactive media and gaming metaphors to help make the process of psychotherapy more engaging for today s youth Using concepts from narrative collaborative cognitive behavioral and other evidenced based approaches to psychotherapy the book gives examples of possible therapist questions responses and activities involving language and concepts that are appealing to young gamers Addressing issues with psychophysiological self regulation anxiety disorders and autism spectrum disorders among others this book uses multiple case examples to demonstrate each idea and is written in a way that is understandable for all mental health providers regardless of their own familiarity with gaming A review of over 40 popular video games with specific ideas for their use in psychotherapy is provided allowing mental health providers to easily individualize therapy based on client goals and gaming preferences Concepts for individual and group psychotherapy using games and interactive media ranging from Pac Man to virtual reality are also covered Providing the reader with useful templates worksheets and other therapy resources this book is a must have for mental health providers working with children adolescents and transition age youth **Documentation for Physical**

Therapist Practice: A Clinical Decision Making Approach Jacqueline A. Osborne,2015-08-03 Documentation for Physical Therapist Practice A Clinical Decision Making Approach provides the framework for successful documentation It is synchronous with Medicare standards as well as the American Physical Therapy Association s recommendations for defensible documentation It identifies documentation basics which can be readily applied to a broad spectrum of documentation formats including paper based and electronic systems This key resource skillfully explains how to document the interpretation of examination findings so that the medical record accurately reflects the evidence In addition the results of consultation with legal experts who specialize in physical therapy claims denials will be shared to provide current meaningful documentation instruction **Modules for Basic Nursing Skills** Janice Rider Ellis,Elizabeth Ann

Nowlis,Patricia M. Bentz,1992-01-01 *Chemical Dependency Counseling* Robert R. Perkinson,2021-10-14 Helping individuals recover from addiction is one of the most rewarding professions in the world Chemical Dependency Counseling A Practical Guide is the most comprehensive text written for those counselors and professionals who work with or plan to work with clients struggling with chemical dependency in a variety of settings Following the model of twelve step programs providing a ground up introduction to guide the counselor through treatment from A to Z and can be used as a core text for courses in addiction or substance abuse counseling Author Robert R Perkinson presents state of the art tools necessary to

deliver outstanding treatment and meet the highest standards demanded by accrediting bodies This 6th edition continues to outline the best evidence based treatment in the world with a concentration on the following cognitive behavioral therapy motivational enhancement medication assisted treatment skills training and 12 step facilitation **Handbook of Research on Classroom Diversity and Inclusive Education Practice** Curran, Christina M.,Petersen, Amy J.,2017-05-30 As classrooms are becoming more diverse teachers are now faced with the responsibility of creating an inclusive classroom community As such researching classroom pedagogies and practices is an imperative step in curriculum planning The Handbook of Research on Classroom Diversity and Inclusive Education Practice is an authoritative reference source for the latest scholarly research on ways to effectively teach all students and further refine and strengthen school wide inclusive pedagogy methods and policies Featuring extensive coverage on a number of topics such as special education online learning and English language learners this publication is ideally designed for professionals educators and policy makers seeking current research on methods that ensure all students have equal access to curricular content and the chance for growth and success Tracking Mental Health Outcomes Donald E. Wiger,Kenneth B. Solberg,2001-03-30 This book provides therapists guidance on choosing the best outcomes tracking methods and instruments It explains how to integrate them into everyday clinical procedures and use the data they supply to improve the quality of care and comply with insurance and regulatory agency requirements Both intraclient and normative approaches are described Case studies illustrate how to perform and document outcomes assessment Wiger is a practicing psychologist Solberg teaches at the Minnesota School of Professional Psychology Annotation copyrighted by Book News Inc Portland OR Group Psychotherapy and Managed Mental Health Care Henry I. Spitz,1996 First Published in 1996 Routledge is an imprint of Taylor Francis an informa company **Record Keeping in Psychotherapy and Counseling** Ellen T. Luepker,2022-03-17 Record Keeping in Psychotherapy and Counseling Ethics Practice and Supervision grounded in contemporary challenges emphasizes protecting the therapeutic and supervisory relationship through offering an essential framework for thoughtful record keeping within legal ethical supervisory and clinical contexts A reader friendly conversational style plus compelling case examples from a variety of settings clinic to courtroom bring dilemmas and strategies to life New case studies invite readers to examine principles of ethical decision making in order to reach sound decisions meeting a critical need in training and continuing education New material on telehealth and electronic records the impact of digital communications on the therapeutic relationship and experience implementing the Health Insurance Portability and Accountability Act HIPAA bring this book up to date Sample forms for readers use and modification are available on the publisher s website Practitioners in all mental health disciplines from students to seasoned clinicians the supervisors and teachers will continue to rely on this book for protecting themselves their patients and their trainees *Foundations of Pediatric Practice for the Occupational Therapy Assistant* Amy Wagenfeld,DeLana Honaker,2024-06-01 Foundations of Pediatric Practice for the Occupational Therapy Assistant Second

Edition delivers essential information for occupational therapy assistant students and practitioners in a succinct and straightforward format. In collaboration with a wide range of highly skilled and expert professionals from clinical practice and academia, Amy Wagenfeld, Jennifer Kaldenberg, and DeLana Honaker present an interprofessional perspective to pediatric clinical foundations, theory, and practical application activities in a highly accessible and engaging format. The Second Edition of *Foundations of Pediatric Practice for the Occupational Therapy Assistant* offers new and engaging features including diverse illustrations to facilitate learning from the classroom to the clinic. Integrated within each chapter are *Stories From Practice*, brief vignettes of actual author clinical experiences, short case studies, and reflective activities designed to elicit discussion and exploration into the unique world of pediatric occupational therapy theory and practice. A new chapter on childhood trauma has been added to enhance the comprehensive and current nature of pediatric practice in the 21st century. Available online is a significant *Major Infant Reflexes Chart* and a comprehensive *Normal Developmental Milestones Chart* that will reinforce important concepts associated with child development as it relates to occupational therapy assistant practice. The seamless integration of this material enables all readers to develop a comprehensive understanding of the information and apply that knowledge in a pediatric setting. Features of the Second Edition include up-to-date information including the AOTA's current *Occupational Therapy Code of Ethics*, *Stories From Practice* feature which provides a unique reflective link from classroom to clinic, useful resources for classroom to clinical practice, a bonus website that provides a comprehensive *Normal Developmental Milestones Chart* and *Major Infants Reflexes Chart*, a chapter on childhood trauma, and included with the text are online supplemental materials for faculty use in the classroom. *Foundations of Pediatric Practice for the Occupational Therapy Assistant*, Second Edition, continues to be the perfect text for both occupational therapy assistant students and practitioners specializing in or transitioning to pediatrics.

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