

Competency K

Creating Meaningful Documentation Records

Team Assessment

1

What are some ways in which the team can improve practices to create meaningful documentation?

2

As a team, how can we support (person's name): _____ by providing meaningful documentation?

Self-Assessment

3

What actions do you take as a DSP to ensure meaningful documentation?

4

What can you do differently to ensure meaningful documentation?

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Team Assessment

1

What are some ways in which the team can improve practices to create meaningful documentation?

- Minimize missing data/ data gaps
- Complete data right away (once the service has been provided)
- Use oversight or buddy systems to ensure documentation is complete
- Refer to the key or criteria within a service to ensure consistent and accurate records
- Increase communication with team members
- Use teamwork to ensure we capture important information
- Document information in way that is clear and meaningful, using professional language
- Seek clarification when uncertain
- Discuss any discrepancies noticed

2

As a team, how can we support (person's name): _____ by providing meaningful documentation?

- We can evaluate/ assess progress
- We can make revisions to services to support growth
- We share information to support a person based on her/his preferences, likes, dislikes, strengths, and areas for growth

Self-Assessment

3

What actions do you take as a DSP to ensure meaningful documentation?

* Any of the answers provided for the team response can be provided for the self-assessment as well.

4

What can you do differently to ensure meaningful documentation?

* Any of the answers provided for the team response can be provided for the self-assessment as well.

Consider if the overall action needs to be broken down into smaller steps and if so, what specific step/action can you take?