

# Wrap-Around Facilitation Training

## Progress Notes

### Waiver Rules

Waiver progress notes follow the same rules as all progress notes. Here are some of those rules.

- A progress note is a document that communicates what has transpired.
- Progress notes are protected information. They are considered confidential. The family has the right to see its own chart, other professionals on the team will be using the same chart. The legal system can issue a court order for a chart.
- To show that something has occurred, it must be documented.
- A progress note is written every time a service is provided.
- Every progress note requires the following:
  - ✓ Date, location, and time of service
  - ✓ The length of service delivery time
  - ✓ Service provided
  - ✓ Purpose of the service
  - ✓ Brief description of people
  - ✓ Activities/interventions that took place
  - ✓ Outcome of the meeting
  - ✓ Next steps
  - ✓ Wrap-Around Facilitator's name, title and signature
- Progress notes must be written in ink and cannot be erased but can be corrected if documented as corrected.
- There are many formats for writing progress notes but there is usually consistency within a CMHC so check with your supervisor as to your center's wishes.

The latest information to assure Medicaid compliance can be found on the KHS website. To stay current, please remember to periodically check this website.