



Tips for Good Quality Progress Notes for Behavioral Services

PROGRESS NOTE TIPS

- BEHAVIOR ANALYSTS DOCUMENT THEIR PROFESSIONAL WORK TO FACILITATE CONTINUITY OF SERVICES FOR THEM OR OTHER PROFESSIONALS, TO ENSURE ACCOUNTABILITY, AND TO MEET OTHER REQUIREMENTS OF INSTITUTIONS OR THE LAW (BACB guidelines).
- PRACTITIONERS OF BEHAVIOR ANALYSIS SHOULD FOLLOW EMPLOYER DOCUMENTATION GUIDELINES, GUIDELINES PROVIDED BY BACB (BACB 2.07, 2.08, 2.09, 2.11, 2.12) AND REQUIREMENTS OF THE FUNDING AGENCY AND STATE LICENSURE REGULATIONS
- BEHAVIORAL SERVICES REQUIRE DATA- PREFERRED FORMAT IS A GRAPH.
- BEHAVIORAL PRACTICE STANDARDS AND DOCUMENTATION FOR LIABILITY PURPOSES REQUIRE A COMPLETE, SPECIFIC DESCRIPTION OF THERAPIST ACTIONS, DATA WITH RESPECT TO EFFECT OF SERVICES, AND PLAN FOR FUTURE SERVICES.
- ALL PROGRESS NOTES SHOULD BE SIGNED, WITH PRINTED NAME AND CREDENTIALS (DEGREE, LICENSE, AND DATE NOTE WAS WRITTEN.
- IF SERVICES ARE PROVIDED BY A THERAPIST IN TRAINING THE LICENSED SUPERVISOR MUST REVIEW AND SIGN ALL DOCUMENTATION.
- DATE, TIME AND UNITS OF SERVICES SHOULD BE INDICATED ON EACH PROGRESS NOTE
- ONE NOTE PER SERVICE DATE.
- SPECIFIC DESCRIPTION OF THE THERAPIST'S ACTIONS FOR THE SERVICE DATE. THESE SHOULD GIVE A KNOWLEGABLE PEROSN A GOOD PICTURE OF WHAT WAS DONE.
- SPECIFIC DESCRIPTION OF THE RESULT OF THE ACTIONS BY THE THERAPIST ON THAT SERVICE DATE.
- RELATE SERVICE AND PROGRESS TO BHEIAVOIRAL OR ISP GOAL.
- MEDICAID REQUIRES SERVICES THAT ARE REIMBURSED TO BE THOSE DIRECTLY PROVIDED TO THE INDIVIDUAL OR THEIR SUPPORTS. RESEARCHING PROCEDURES, WRITING PLANS AND NOTES, AND DATA ANALYSIS WITH OUT DESCRIPTION OF HOW THIS HAS BEEN USED TO CHANGE STRATEGIES OR HOW THE ANALYSIS HAS AFFECTED THE INDIVIDUAL AND THEIR CARE ARE NOT REIMBURSABLE.

EXAMPLE OF POOR QUALITY NOTE

Date of note May 15, 2013-Services this session consisted of training with support staff on aspects of Lilly's behavior support plan and individual support plan. **Additionally, competency based training is essential for any member of Lilly's team due to the complex nature of her disabilities and support needed for her.** New goals were discussed for her new ISP to start in July of 2013. Lilly has made some progress in aspects of her programming but her complex behavioral episodes as well as self-injurious behavior requires consistent redirection, evaluation and intervention. Units accounted for by this note- 20 units (5 hours)





WHAT COULD BE IMPROVED ON THIS NOTE

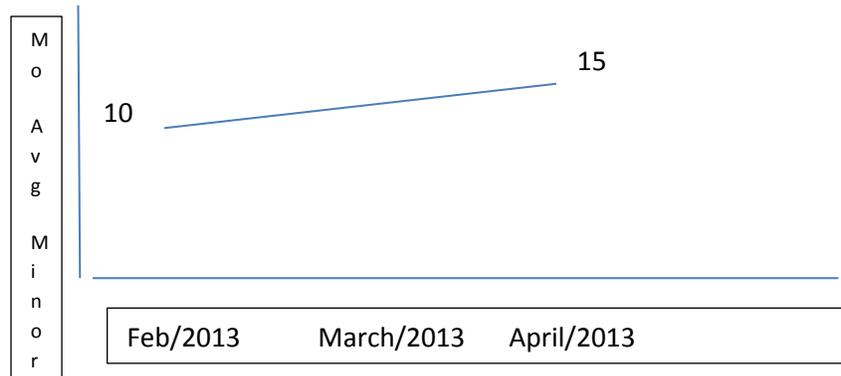
- No time is associated with services.
- Service not specifically described, training is too general (training of aspects of plans).
- If more than one date of service these should be separate notes.
- Specific information on what was trained, how. Too little information of what was done to account for 20 units.
- NO printed name, signature and date of signature for note.
- No data, description of what progress has occurred or outcome of the days service.
- No specifics of new goals and what was discussed or with whom. Did this discussion occur at the same time/date as the training?
- Highlighted sentence does not describe service, there was no indication that competency based training was provided.

EXAMPLE OF BETTER QUALITY NOTES

IF the following services accurately represent was done, the notes below would be an ethical, clinically informative and less likely to result in problems if reviewed by MMAC

May 2, 2013 from 2pm to 4pm 2 hours, 8 units-Lilly had a small increase in minor undesirable behaviors for the third month, as indicated by the graph below. This has prompted this therapist and lead staff (QQ) and parents to review current procedures and make adjustments. The changes were: adding 30 seconds to the time between a minor undesirable behavior and any interaction or change in the environment that staff control, increasing the time spent in positive, non-contingent interactions that are done at least 5 times randomly per shift - increase of 5 minutes each interaction, and eliminating the social disapproval statement for any minor undesirable behaviors such as slapping at but not hitting anyone or anything, saying curse words or saying “no” when asked to participate in an activity she had previously chosen as part of her daily schedule. These strategies address the ISP goal of Lilly will interact in socially acceptable ways when in the community or involved in activities with others.





Printed Name and Signature of behavior analyst AND date of signature

May 3, 2013 from 10am until 12pm- 2 hours, 8 units-On May 3 from 10 until 12, 3 support staff were trained by discussion, demonstration of strategies by myself and then each of them demonstrating the three modified strategies (described in May 2 progress note) for the behavior support plan. Two staff (LL and JJ) were able to demonstrate the new procedures 100% on the first trial, one staff (MM) required 3 repeated explanations and demonstrations. Other staff (BB, CC, DD and RR) will be trained in the following week and the staff that needed extra assistance will be asked to demonstrate the correct procedures at least one time this week. These strategies address the ISP goal of Lilly will interact in socially acceptable ways when in the community or involved in activities with others. *Printed Name and Signature of behavior analyst AND date of signature*

May 4, 2013 from 1pm to 2pm 1 hour, 4 units-On May 4 from 1pm to 2pm, the lead staff (QQ) was instructed on and then demonstrated coaching of these new strategies (described in May 2 progress note) so that she can continue monitoring and reviewing with staff when this therapist is not available. The lead staff was able to demonstrate the new procedures and coach a previously untrained staff (RR) with 100% accuracy. The plan is to have all 7 staff trained and then monitor and coach the implementation of the new strategies by each staff one time each week. The lead staff will complete most of this monitoring and coaching with the behavior analyst observing at least two of these monitor/coaching sessions this month to insure that these are done with fidelity. These strategies address the ISP goal of Lilly will interact in socially acceptable ways when in the community or involved in activities with others. *Printed Name and Signature of behavior analyst AND date of signature*

