

2401

CHART DOCUMENTATION

Chart documentation includes any and all forms of documentation by SoonerStart staff recorded in a professional capacity in relation to the provision of early intervention services. Documentation demonstrates accountability and provides relevant information regarding the child and family and the services provided by SoonerStart staff. Chart documentation includes staff progress notes as well as early intervention forms and reports.

Progress Notes:

SoonerStart chart documentation for services and activities with infants and toddlers and their families is provided on the Service Coordinator Progress Note (**Appendix U**) or the Service Provider Progress Note (**Appendix T**). Progress notes must be legible and contain no erased, whited out or blacked out entries. Errors should be lined through and initialed.

All SoonerStart services or activities must be documented. Services or activities that are scheduled and do not occur, should also be documented. Progress notes should be factual, non-judgmental and contain information reflective of professional observations and assessments. They should be completed in a timely manner but no more than two weeks after an early intervention service or activity and submitted to the designated personnel for data entry and filing.

Service provider progress notes are designed to be completed immediately following the early intervention visit and a copy left with the family.

All service coordinator documentation should be completed on the Targeted Case Management progress note.

Forms/Reports:

All SoonerStart forms and testing materials are considered chart documentation and should be maintained in the SoonerStart record (see *SoonerStart Client Record* section).

If it is necessary to complete the Suspected Child Abuse/Neglect Report Form (ODH 333-F) it should be maintained in the child's OSDH health department record in the Administrative Section. If no OSDH health department record exists, open one. For the Oklahoma County and Tulsa County sites, a Health Department administrative file should be created and maintained per Health Department policies for confidential records. The child abuse report is not education related; therefore, it will not be retained in the child's SoonerStart Early Intervention record. A progress note should be made stating only that "ODH Form 333-F completed".

The Client Information Worksheet (CIW) (Appendix V) must be completed when the family presents for the initial evaluation and at each Periodic and Annual IFSP meeting. The information on the form must be entered into the Demographic, Financial and Insurance modules of PHOCIS and filed in the child's early intervention record.