

## FAMILY CARE COMMUNITY PARTNERSHIP PROGRESS NOTES GUIDELINES

### General Guidelines:

- All progress notes are entered into RIFIS Progress Notes Tab.
- All data elements are completed on the progress note template/ form.
- A progress note is entered into RIFIS for any activity/contact regarding the case.
- Progress notes are entered into RIFIS within 5 business days.
- A Progress note relates to a specific goal/need identified in the Wrap or Service plan.
- Contacts with the target child should happen as often as needed to meet the goals outlined in the service plan. A minimum of one face to face contact per month is required for the target child. A progress note must be present documenting every contact.
- If multiple staff is present at a meeting, only one note is written.
- Each note must be printed, signed by staff member(s) who provided the service, and the staff member who wrote the note (indicate in Data section if more than one FCCP staff member was present), and placed in file.

### General Content:

- Content must be written in a way that even someone unfamiliar with the case can easily understand what occurred.
- Information in progress note should not be based on personal opinion and should not be inflammatory toward the family.
- Information related to citizenship status and HIV/AIDS diagnosis are not to be included in the progress note.

### Data, Assessment, Plan (“DAP”) Note Format:

**Data:** a factual description of the session; generally comprises 2/3 of the body of the note and includes the following information:

- objective data about the target child and family or subject of meeting
  - What was observed during session about the child/family’s affect, mood and appearance? What were child/family’s self-reports regarding thoughts, activities, desires, complaints, problems, needs, limitations, strengths and successes?
- review of the progress by family or team member towards goals, objective or action steps on plan
- document any discussion regarding changes or additions to goals and objectives
- document discussion of follow-up on previous referrals

**Assessment:** an evaluation by the FCCP worker of current status and progress toward meeting Wrap/Service plan. Generally 2-3 sentences long and includes information about:

- the workers impression of the target child and family’s progress toward goals
- perceived target child or family insights, effort and motivation to change
- statements regarding strengths and barriers related to achievement of goals
- observations regarding current risk and safety factors in the home

**Plan:** statements about what will happen next; includes:

- date and time of next meeting; plan for any gap that may occur
- specific “homework” or action steps for family or team members
- includes any plans to review/ modify the service or Wrap plan with the family
- plan for the next face-to-face meeting
- referrals to be made

**Information for 'Notes' Tab:**

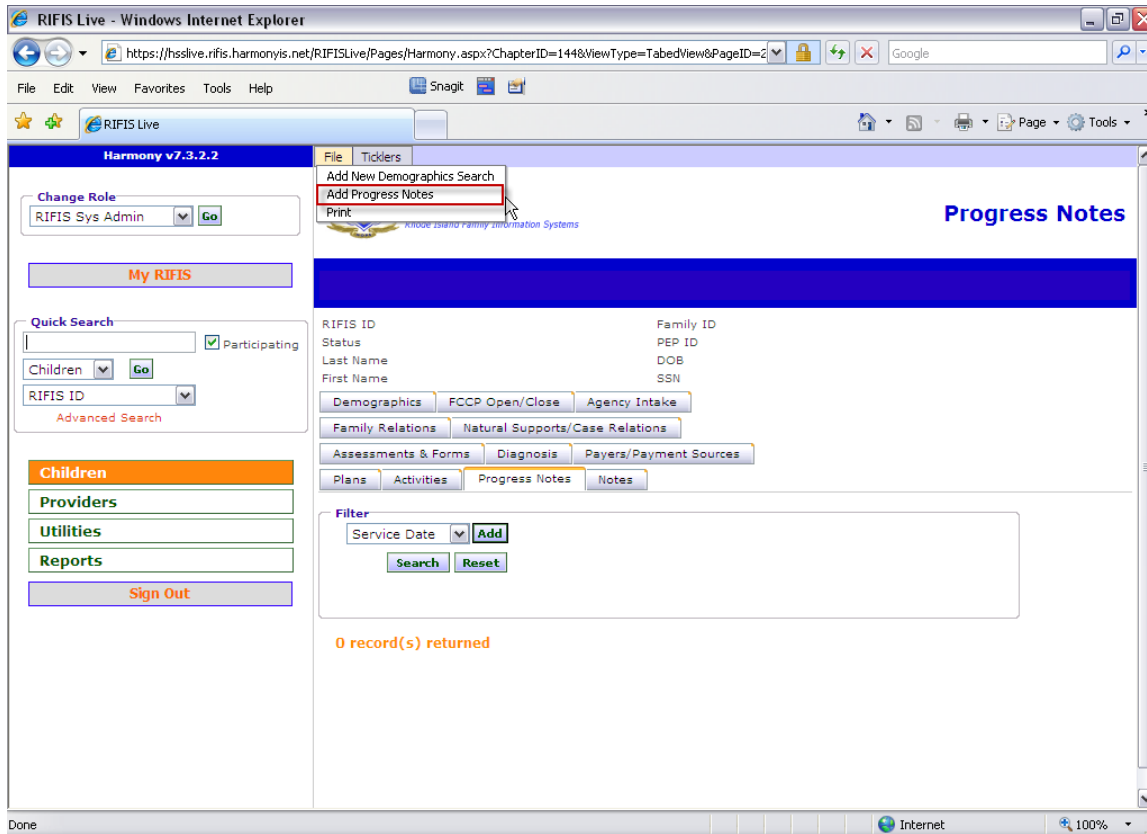
**Information included in 'Notes' Tab is limited to the following**

- DCYF & Medicaid reviews and Quality Assurance
- Case-related supervision notes. Using this tab for supervision notes is optional.. This tab is not used to record any information related to staff or job performance.
- Presentations at Team or Agency disposition/peer review meetings

RIFIS Update  
March 25, 2011  
Progress Notes


*Adding a Progress Note*

I. Select "Add Progress Notes" from the "File" menu.



Here is what the Progress Note Page looks like:

File

 **Progress Notes**

**Face Happy** 3/25/2011 11:38 AM

**Notes Details**

FCCP \*

Agency

Service Date \* 3/25/2011

Start Time

Duration

Note Category \*

Contact Type

Contact With:

Place

Family Service Plan: Needs/Goals

Family Service Plan: Need/Goals (select if note meets more than one need/goal)

Data

Assessment

Plan

Status \*

Note By \* Guglielmo, Barbara

Title

Date Completed

**Attachments**

Add Attachment

| Document                            | Description | Action |
|-------------------------------------|-------------|--------|
| There are no attachments to display |             |        |

**Note Recipients**

Add Note Recipient:  ...


| Name | Date Sent | Date Read | Status | Date Signed |
|------|-----------|-----------|--------|-------------|
|------|-----------|-----------|--------|-------------|

2. Identify FCCP.
3. Select Agency.
4. For the Service Date Field, indicate the date of the activity.
5. Provide a Start time.
6. Type in the Duration of the activity (For example, 1 hour and 15 minutes.)

**Notes Details**

FCCP \*  ▼

Agency  ▼

Service Date \*  

Start Time  ▼  ▼  ▼

Duration

7. Select note category from dropdown list.

Note Category \*  ▼

Contact Type

Contact With:

Place

Family Service Plan: Needs/Goals

Family Service Plan: Need/Goals (select if note meets more than one need/goal)

Data

Intake/Assessment/Screening

Risk/Service Planning

Care Coordination

Wraparound Facilitation

Family/Parent Support

Parent Education/Skills Training

Crisis Stabilization

Staff/Provider Cancellation

Family Cancellation/Missed Appointment

Meeting Attendance

Other

8. Select Contact Type.

Contact Type

Contact With:

Place

Face to Face

Phone

9. Select who the activity occurred with.

Contact With:

Place

Family Service Plan: Needs/Goals

Family Service Plan: Need/Goals (select if note meets more than one need/goal)

Target Child

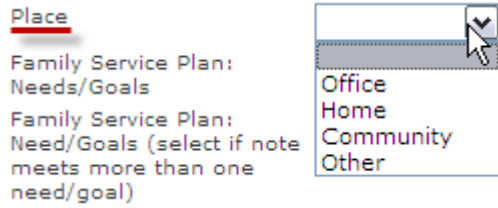
Sibling

Parent/Caregiver

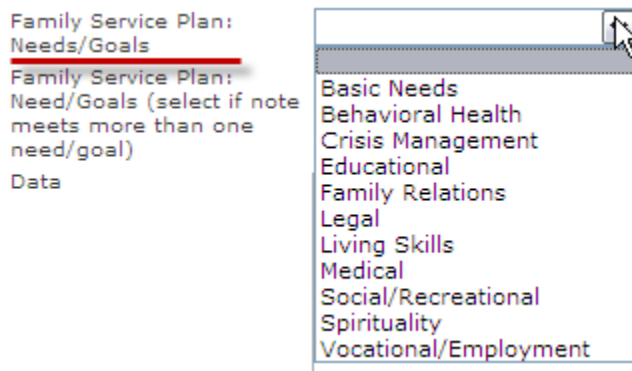
Natural Support/Case Relation

Other

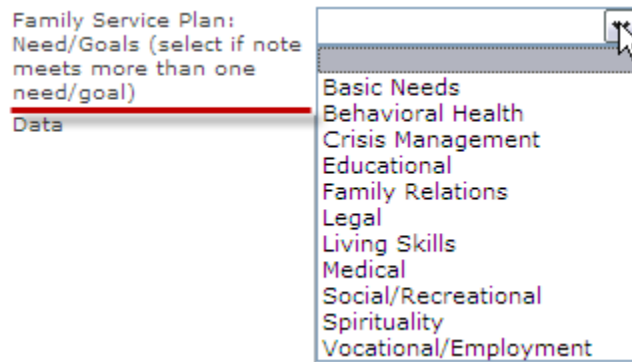
9. Select the Place of the activity.



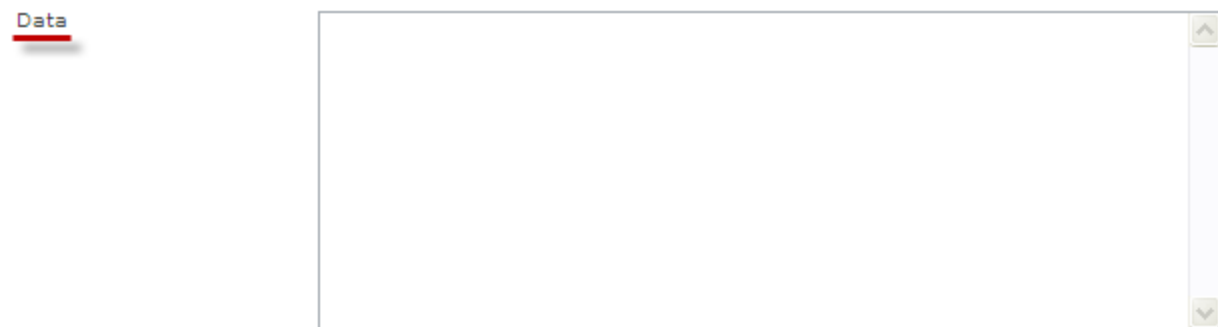
10. Select the associated Need/Goal.



11. If Progress Note addresses more than one need/goal, select second need/goal.

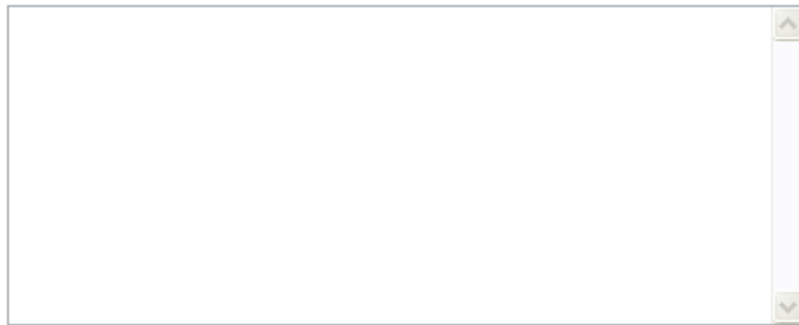


12. Enter Note in Data field.



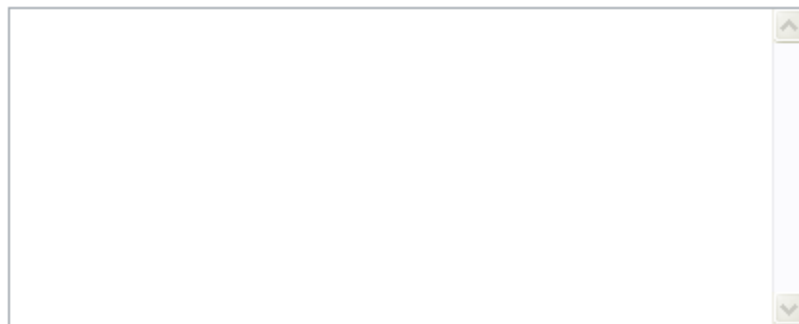
13. Enter evaluation of current status and progress toward meeting Wrap/Service Plan in Assessment field.

Assessment



14. Enter what will happen next in Plan field.

Plan



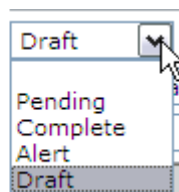
15. When a note is created, the status defaults to draft. Keep the status at draft when working on the note. Once you have completed the note, you can change the status to complete. "Alert" will trigger the note to open immediately when you open the child's record.

Status \*

Note By \*

Title

Date Completed



16. The "Note By" field will automatically default to the worker creating the note. This box will also serve as the signature field for the note. For the "Title" field, select from the dropdown list.

Note By \*

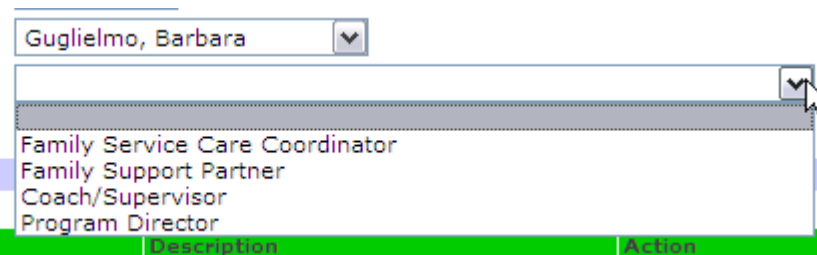
Title

Date Completed

**Attachments**

Add Attachment

Document



| Document | Description | Action |
|----------|-------------|--------|
|----------|-------------|--------|

17. When "complete" is selected for the "Status" field, a date will appear in the "Date Complete" field.