

Kids Central, Inc. Healthy Start Procedure Manual

Series: Healthy Start – Lake County

Procedure Name: Documentation in HMS

Procedure Number: 1603

Origination Date: 06/06/2013

Revision Date:

Regulation: Healthy Start Standards and Guidelines 2007 Chapter 14

Procedure

All activities related to Healthy Start Participants will be documented in the Health Management System (HMS). Documentation is critical to ensure accuracy of the services provided and billing for services provided. Documentation may be used for case review and quality improvement purposes. The use of abbreviations and acronyms are strongly discouraged in documentation.

General

1. The documentation of each activity will be completed within 2 business days of the activity.
2. All decisions made regarding individual care plan, case closure, transfer, or leveling along with the rationale for the decisions reached, will be clearly documented in HMS
3. Documentation will contain
 - a) All elements of the SOAP (Subjective Objective Assessment Plan) note format.
 - b) Demographics of all case participants.
 - c) Chronological Notes written in SOAP (Subjective Objective Assessment Plan) format
 - d) Individual Care Plan goals
 - e) Resources and Education provided
 - f) Efforts toward self sufficiency and plan for next visit.
 - g) Health, educational and mental health information on the children.
4. Documentation will contain accurate coding and reflect actual services units spent on each activity.

Approved By:

John Cooper, Chief Executive Officer

Date