



Policy Name:	Quality Assurance Documentation Compliance	Date Revised:	9/2017
Purpose:	Documentation Compliancy	Board Approval:	9/2017

Policy: Agency is committed to maintaining systems that ensure all required documentation for each client is current, accurate, and exceed all regulatory standards that govern each source of funding.

Procedure:

- Charts are always within ten days (two weeks) of audit compliant.
- IRs and Mental Health Notes are completed as per each Documentation Completion Policy. Please review attached Policies.
- Tracking systems are accurate, timely, and consistently available to all supervisors and administrators.
- Training is in place to ensure that all administrators, therapists, and MHA's understand ongoing and routine requirements.
- Built into an administrator/supervisor's job description and schedule is an adequate allowance of time, on a weekly basis – as part of regular supervision, to review with each therapist every tracking report for each client on the therapist's caseload.
- Agreement that time to ensure quality and timely documentation is a high priority in everyone's job description – and recognition that there are four primary therapist tasks of equal value. These tasks include case management, therapy, documentation, and presence in the milieu. All tasks are prioritized and scheduled with equal value assigned to these primary tasks. In other words, time to document is as important as ensuring time for therapy, presence in the milieu is as important as case management, etc.

Addresses JC Standard(s):
Addresses JC Element(s):

Policy Format v.2
Updated: 01/05/09

- If we do not create time and a sense of urgency to ensure billing of services, we will not have funding to pay for services.

Addresses JC Standard(s):
Addresses JC Element(s):

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