



Oregon

John A. Kitzhaber, MD, Governor

Department of Human Services
Seniors and People with Disabilities
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TO: BVS1's, BVS2's, Site Managers, Central Mgmt.
FROM: Sandy Rowell, SSM
DATE: 6/29/11
SUBJECT: Documentation – Weekly/random documentation review(s)

BVS1's and BVS2's have been asked to review with staff the importance and reasoning for documentation. A copy of the training sheet must be submitted to Sandy Rowell. After this training has been completed, BVS1's and BVS2's are to do **weekly/random checks** on all documentation and **submit the results** to the site manager and cc Sandy Rowell.

Why is documentation data important to the individuals within the program?

Documentation is driven by the Oregon Administrative Rule.

- All data provides teams with information on how successful an individual is and what may need adjusted, etc.
- Data provides objectiveness that is not subjective
- Behavior data, sleep data, assessments provide information for analysis of adjusting and/or maintaining the current Behavior Support Plan. The psychiatrist relies on this data for medication adjustments.
- IR/GERS are also required by OARs for written report of any injury, accident, acts of physical aggression or unusual incident.
- Medical data provides the Primary Care Physician (PCP) with information on needed medical information i.e. bowel records, fluid tracking, medication prn usage, narcotic count sheets etc... Documentation is also a requirement for any medication dispersed.