

## CONVENER'S NOTES PAGE

This page is provided to make it easier to capture notes about who attended your session, what happened in the meeting, and what can be done next.

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**RED FLAG ISSUE:** – Documentation Most Often Scored as Not Met

### Behavior Assistant

<b>Standard</b>	<b># SSRR</b>	<b>% Not Met</b>
The provider submits documents to the Waiver Support Coordinator as required.	97	59.8%
The provider has service logs for each date of service.	96	34.4%
The provider has documentation of required monitoring and supervision by the responsible Certified Behavior Analyst.	97	33.0%

### Companion

<b>Standard</b>	<b># SSRR</b>	<b>% Not Met</b>
The Provider submits documents to the Waiver Support Coordinator as required.	871	61.1%
The provider has service logs for each date of service which identify activities that are reflective of the individual's support plan goals/outcomes.	872	45.1%
The provider has a system in place to gather historical information about the person's behavioral and emotional health, with the person's/legal representative's consent.	871	31.8%

### **In Home Support Services**

<b>Standard</b>	<b># SSRR</b>	<b>% Not Met</b>
The Provider submits documents to the Waiver Support Coordinator as required.	837	66.4%
The provider has service logs for each date of service that are reflective of the individual's communicated personal goals.	837	39.5%
The record includes monthly summaries that reflect progress toward the communicated personal goals.	837	30.7%

### **Personal Care Assistance**

<b>Standard</b>	<b># SSRR</b>	<b>% Not Met</b>
The Provider submits documents to the Waiver Support Coordinator as required.	912	65.1%
The provider has service logs for each date of service that are reflective of the individual's communicated personal goals.	912	44.4%
The provider has a system in place to gather historical information about the person's behavioral and emotional health, with the person's/legal representative's consent.	910	36.7%

## Respite

Standard	# SSRR	% Not Met
The Provider submits documents to the Waiver Support Coordinator as required.	862	69.4%
The provider has service logs for each date of service that are reflective of the individual's communicated personal goals.	862	45.1%
The provider has a system in place to gather historical information about the person's behavioral, and emotional health with the person's/legal representative's consent.	856	36.4%

### CONVENER(S):

(Person who is taking notes and will present back to group. Please select a person from the group for this role.)

### GROUP PARTICIPANTS:

(Please pass this around the circle during your session so that everyone can sign it.)

### SOME QUESTIONS to CONSIDER:

Where can providers find documentation requirements?

What happens to documentation after it is written?

Does anyone get a copy?

### SUMMARY OF KEY POINTS, CONCLUSIONS

**NEXT STEPS:**