

☒ Wraparound ☒ Wraparound-REACH ☐ FISS ☒ Project O-Yearh	Effective Date: 1/1/15	Subject: PROGRESS NOTES
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I. POLICY

It is the policy of Wraparound Milwaukee that all enrollee-related activities provided by Care Coordinators/Transition Coordinator be documented in Synthesis (*Wraparound Milwaukee's IT system*). The Progress Note, as defined in Synthesis, consists of the date of the note, the note text and the writer's signature.

II. PROCEDURE

- A. All Progress Notes (see *Attachment 1 – Sample Progress Note Entry and Attachment 2 – Crisis and Documentation Guidelines*) must be completed and finalized in Synthesis within ten (10) days of the contact. A hard copy of the Progress Notes are no longer required to be kept in the client file, as they are now part of the electronic record.
- B. Progress Notes are electronically signed by the author. For notes that are not electronically signed, the printed progress notes must be signed with the full name (or a minimum first initial and last name) of the writer and his/her credential (i.e., M.A., B.A., etc.). If the author of a Progress Note is not available to sign the Note (i.e., a Care Coordinator/Transition Coordinator unexpectedly leaves an Agency), and that person cannot be located to acquire the signature, then it is permissible for the Care Coordination/Transition Coordinator's Supervisor or Lead to sign off on the Progress Note as follows: "Kathy Miller, MSW for John Jackson, BS". A Progress Note should be entered into the chart by the Supervisor or Lead, indicating why the Progress Note was signed by someone other than the author.
- C. At minimum, a weekly Progress Note for Wraparound and a bi-weekly Progress Note for REACH, documenting your face-to-face contacts (or attempts to make a face-to-face contact) with the family and the youth is required. If a family/caregiver indicates that they do not desire weekly/bi-weekly face-to-face contact, this must be referenced in a Progress Note every month.
- D. No more than a total of 12 hours can be reported within the context of a Care Coordinator/Transition Coordinator cumulative Progress Notes in one day. If an attempt is made to enter more than 12 hours of time, an error message will appear. If more than 12 reportable hours were worked in that day, Supervisors and Leads at the agencies have access to increase the amount of time reported.
- E. When a Care Coordinator/Transition Coordinator is on vacation, sick leave or a planned absence, a Note referencing this must be entered. The Note must indicate the dates the Care Coordinator/Transition Specialist will be gone, the name(s) of the person(s) who will be covering for him/her, and the coverage person's phone number. This Progress Note must be entered prior to the Care Coordinator/Transition Coordinator going on leave, vacation, etc.

Weekly Progress Notes Examples

Puja Mehta



Weekly Progress Notes Examples:

The OTA's Guide to Writing SOAP Notes Sherry Borcharding, Marie J. Morreale, 2007 Written specifically for occupational therapy assistants The OTA's Guide to Writing SOAP Notes Second Edition is updated to include new features and information This valuable text contains the step by step instruction needed to learn the documentation required for reimbursement in occupational therapy With the current changes in healthcare proper documentation of client care is essential to meeting legal and ethical standards for reimbursement of services Written in an easy to read format this new edition by Sherry Borcharding and Marie J Morreale will continue to aid occupational therapy assistants in learning to write SOAP notes that will be reimbursable under Medicare Part B and managed care for different areas of clinical practice New Features in the Second Edition Incorporated throughout the text is the Occupational Therapy Practice Framework along with updated AOTA documents More examples of pediatrics hand therapy and mental health Updated and additional worksheets Review of grammar documentation mistakes Worksheets for deciphering physician orders as well as expanded worksheets for medical abbreviations Updated information on billing codes HIPAA management of health information medical records and electronic documentation Expanded information on the OT process for the OTA to fully understand documentation and the OTA's role in all stages of treatment including referral evaluation intervention plan and discharge Documentation of physical agent modalities With reorganized and shorter chapters The OTA's Guide to Writing SOAP Notes Second Edition is the essential text to providing instruction in writing SOAP notes specifically aimed at the OTA practitioner and student This exceptional edition offers both the necessary instruction and multiple opportunities to practice as skills are built on each other in a logical manner Templates are provided for beginning students to use in formatting SOAP notes and the task of documentation is broken down into small units to make learning easier A detachable summary sheet is included that can be pulled out and carried to clinical sites as a reminder of the necessary contents for a SOAP note Updated information expanded discussions and reorganized learning tools make The OTA's Guide to Writing SOAP Notes Second Edition a must have for all occupational therapy assistant students This text is the essential resource needed to master professional documentation skills in today's healthcare environment

Early's Physical Dysfunction Practice Skills for the Occupational Therapy Assistant E-Book Mary Beth Patnaude, 2021-01-15 NEW Intervention Principles for Feeding and Eating chapter is added to this edition NEW Reorganization of all chapters aligns content more closely with the Occupational Therapy Practice Framework NEW Combined chapters make the material more concise and easier to navigate [Physical Therapy Documentation](#) Mia Erickson, Mia L. Erickson, Rebecca McKnight, Ralph Utzman, 2008 Complete accurate documentation is one of the essential skills for a physical therapist This book covers all the fundamentals includes practice exercises case studies throughout

Fieldwork Educator's Guide to Level II Fieldwork Elizabeth DeJuliis, Debra Hanson, 2024-06-01 A new comprehensive resource for fieldwork educators and academic fieldwork coordinators Fieldwork

Educator's Guide to Level II Fieldwork provides a blueprint for designing implementing and managing Level II fieldwork programs for occupational therapy and occupational therapy assistant students across practice settings Drawing from the expertise of renowned individuals in the field Drs Elizabeth D DeJuliis and Debra Hanson provide the tools for fieldwork educators and academic fieldwork coordinators to put together learning frameworks educational theories and clinical instructional techniques within and outside occupational therapy in order to create and maintain high quality Level II learning experiences Fieldwork Educator's Guide to Level II Fieldwork challenges fieldwork educators and academic fieldwork coordinators to shift their mindset to facilitating skill acquisition and to adjust their teaching approach to match the learning needs and developmental level of the student Designed to meet the definition of Level II fieldwork according to the 2018 Accreditation Council for Occupational Therapy Education standards and in response to common pitfalls and challenges in clinical education today Fieldwork Educator's Guide to Level II Fieldwork is the go to guide for the busy practitioner and academic fieldwork coordinator What is included in Fieldwork Educator's Guide to Level II Fieldwork

Expansive overviews of supervision models and vignettes illustrating use across practice settings Examples and templates to construct a learning plan site specific learning objectives orientation weekly schedules and learning contracts Tools and strategies to uniquely develop and foster clinical reasoning in fieldwork Models for dually approaching supervision and mentorship Strategies for addressing unique student learning and supervision needs Fieldwork Educator's Guide to Level II Fieldwork can be used as a standalone resource or as a complement to Fieldwork Educator's Guide to Level I Fieldwork which was designed in tandem with this text to holistically address Levels I and II fieldwork education

Introduction to Physical Therapy for Physical Therapist Assistants Olga Dreeben-Irimia, 2010-10-22 Health Sciences Professions

The ADHD Parent's Survival Guide: Visual Tools, Emergency Strategies, and Real Solutions from A Mother Who Gets It! Lynn Saucier, 2025-09-01 As an ADHD mom of three kids ages 6 10 and 12 and a stepson in college all 4 of which have ADHD and one of which is also autistic I created this comprehensive complete guide out of pure desperation I was so tired of the daily battle of getting everyone ready for school the constant nagging and feeling like I was failing every single day This isn't some fancy theory from a textbook and this isn't a long winded essay that belongs in a medical journal either this is personally tested resources written in a way ADHD brains can easily and efficiently process It's filled with visual charts checklists bullet points and personal experience It's designed for real families dealing with real ADHD challenges not picture perfect Pinterest homes If you're tired of the clinical remedies that seem impossible to implement and the long boring books that loses your interest 2 pages in then this is the complete comprehensive guide for you

[Dementia](#) Ellen Hickey, Michelle S. Bourgeois, 2011-02-14 Dementia From Diagnosis to Management A Functional Approach is a comprehensive description of a functional and behavioral approach to assessing and treating persons with dementia While very practical the information is embedded in a scientific context of the causes neuropsychological manifestations and complications of dementia The

management of the impairments of dementia is centered on its functional consequences and impact on daily living The chapters describe behavioral interventions and environmental strategies that aim to improve daily activities and quality of life from a proactive communication and memory basis Specific suggestions are provided to enhance family involvement and staff relationships interdisciplinary cooperation reimbursement and documentation across various home and institutional settings The book is written in a straightforward style and is evenhanded in its critical analyses of the evidence available to inform practice The extensive clinical backgrounds of the authors allow them to use real world case studies to illustrate common challenges of persons with dementia and potential solutions for caregivers Further resources and clinical materials are included in comprehensive appendices The volume provides essential reading for clinicians and administrators who seek to improve the lives of people with dementia and those who care for them It is also an invaluable reference for beginning students in adult language disorders and gerontology Communications Examples for Child Health Susan M.

Thornton, William K. Frankenburg, 1983 **Effective Documentation for Occupational Therapy** Jane D. Acquaviva, 1998

Academy; a Weekly Review of Literature, Learning, Science and Art, 1874 The Poetical gazette the official organ of the Poetry society and a review of poetical affairs nos 4 7 issued as supplements to the Academy v 79 Oct 15 Nov 5 Dec 3 and 31 1910 The Palestine Weekly, 1926 **Tracking Mental Health Outcomes** Donald E. Wiger, Kenneth B.

Solberg, 2001-03-30 This book provides therapists guidance on choosing the best outcomes tracking methods and instruments It explains how to integrate them into everyday clinical procedures and use the data they supply to improve the quality of care and comply with insurance and regulatory agency requirements Both intraclient and normative approaches are described Case studies illustrate how to perform and document outcomes assessment Wiger is a practicing psychologist Solberg teaches at the Minnesota School of Professional Psychology Annotation copyrighted by Book News Inc Portland OR

Mental Health Concepts and Techniques for the Occupational Therapy Assistant Mary Beth Early, 1987 The Third Edition of this classic text provides the basic foundation for the practice of occupational therapy for persons with mental health problems This invaluable reference reflects new developments in basic neuroscience psychopharmacology occupational therapy theory and treatment methods The text is written in an engaging user friendly style offering ample tables group protocols case studies and text boxes In addition to providing information on newer medications such as SSRIs and atypical antipsychotics this edition offers three additional treatment models cognitive behavioral psychoeducation and psychiatric rehabilitation A new chapter on Who Is the Consumer as well as increased information on the applications of DSM IV diagnoses are covered **Florida Administrative Weekly**, 1995 Writing S.O.A.P. Notes Ginge Kettenbach, 1990 Chapter on the development and use of forms and documentation Coverage of computerized documentation Thorough updating including a discussion of the managed care environment and Medicare Additional exercises and examples Perforated worksheets Basic note writing rules including the POMR method are reviewed Examples provided of both correct

and incorrect note writing *Bradstreet's Weekly* ,1892 **The Yale Alumni Weekly** ,1926 **Engineering; an**
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