**Tips for Documentation**

* Documentation is a legal document, and can be used in court
* Ensure that your documentation sheet meets the rule requirements for the service(s) you are providing
* There is no right/wrong documentation sheet
* Review the Individual Service Plan (ISP) and highlight any service that you are listed as the provider
* If you notice any service that you are listed as the provider, but you are not providing that specific service contact the SSA immediately
* List each service for that you are listed as the provider on your documentation along with the frequency
* List the outcome on a separate line, then list each Action Step for which you are responsible below the outcome
* Summarize the individual’s progress on their outcome
* If you are documenting your service electronically, keep a page in your records with both your electronic signature and your handwritten signature, certifying that you are utilizing an electronic signature
* Ohio Shared Living (OSL) does not indicate time in/time out or number of units
* The Employment First rule, requires employment service providers to report annually on progress toward employment outcomes and/or path to employment
* Record data neatly, coherently, accurately, and objectively
* Use blue or black ink only
* Write effectively, using proper grammar, correct spelling, and sentence structure
* Protect individual’s confidentiality
* You can use a communication log as a central communication tool between DSP’s
* Only fill out information and sign your name to goals you completed with the individual
* Only sign for medications you prepared and gave the individual
* Do not write opinions on any documentation – state only facts
* Print you first and last name, sign your first and last name, title, and date
* Do not use acronyms or abbreviations
* Show respect
* Use person first language
* Correcting errors – draw a single line through the error, prior “error” and your initials above the error, never erase or use white out
* Never leave empty lines between narratives
* If writing about another individual, use the individual’s initials
* Be professional
* Be timely – but never document before an event