

# Wraparound Facilitation Training

## Progress Notes

### Waiver Rules

Waiver progress notes follow the same rules as all progress notes. Here are some of those rules.

- A progress note is a document that communicates what has transpired.
- Progress notes are protected information. They are considered confidential. The family has the right to see its own chart; other professionals on the team will be using the same chart. The legal system can issue a court order for a chart.
- To show that something has occurred, it must be documented.
- A progress note is written every time a service is provided.
- Every progress note requires the following:
  - ✓ Date, location, and time of service
  - ✓ The length of service delivery time
  - ✓ Service provided
  - ✓ Purpose of the service
  - ✓ Brief description of people
  - ✓ Activities/interventions that took place
  - ✓ Outcome of the meeting
  - ✓ Next steps
  - ✓ Wraparound Facilitator's name, title and signature
- Progress notes must be written in ink and cannot be erased but can be corrected if documented as corrected.
- There are many formats for writing progress notes but there is usually consistency within a CMHC so check with your supervisor as to your center's wishes.