
Documentation:

If It's Not in Writing, It Didn't Happen

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Just for the Awww...



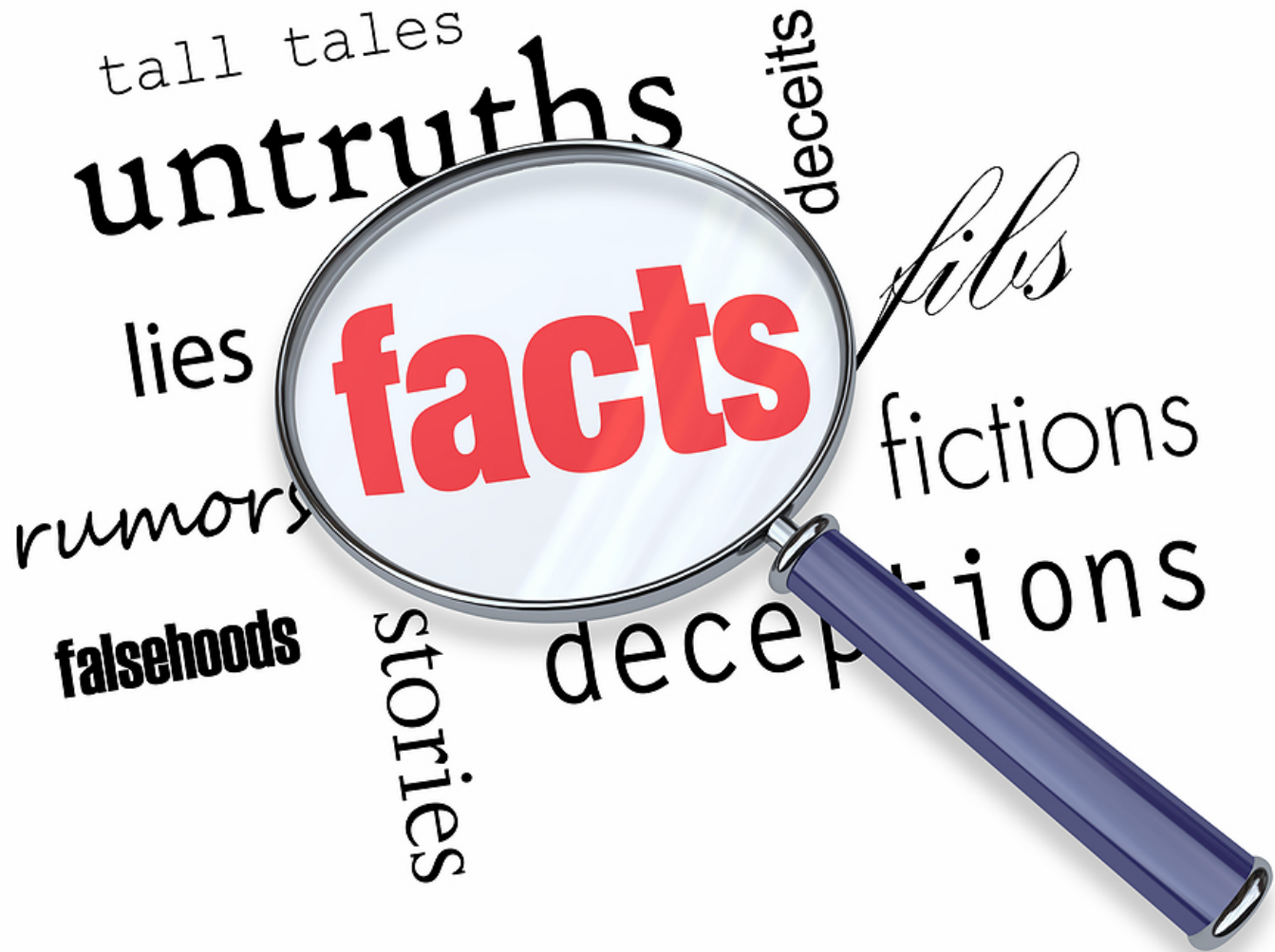
Why to Document

- Required by insurance agencies and most accrediting bodies
- Required by most (all?) employers
- Legal/Job protection
- Show member progress
- Professionalism for our field
- Reminder of member goals and needs

When to Document

- Leading support groups
- Teaching classes
- Individual peer support
- Meaningful conversations in the kitchen
- Field trip activities
- Anything related to a member!

What to Document



How to Document



S Subjective

- Why are they here? May include main challenges, history

O Objective

- What are your objective observations? May include appearance, behavior, participation

A Assessment

- Is the member working towards their goals? May include how member feels about progress

P Plan

- What are next steps? May be individual or what you work on together and/or include resources

Everyone's Favorite: Roleplay!



Sample Notes

Peer Recovery Progress Report

Name: _____ Date: _____

Activity: _____

Progress:

Comments:

S: _____

O: _____

A: _____

P: _____

Goal: _____

Progress: Excellent Good Fair Poor

Planned action steps to achieve goal:

CPRS Signature: _____

Member Signature: _____

Sample Notes

Peer Recovery Progress Report

Name: _____ Date: _____

Activity: Support Group

Progress:

Comments:

S: Member states they are in recovery from alcohol addiction, regular AA meetings & sponsor contact

O: Member was very engaged in group. Continues to work on goals.

A: Member states feeling positive about recovery. Has been budgeting & working on housing goals.

P: Member to start working on 8th step, list of people they have harmed. Continue to work with sponsor.

Goal: Work on 8th step, continue towards housing.

Progress: Excellent Good Fair Poor

Planned action steps to achieve goal:

Member to use notebook to begin listing people they've harmed. Planned self-care activity afterwards to minimize triggers.

CPRS Signature: _____

Member Signature: _____

Sample Notes

Peer Recovery Progress Report

Name: _____ Date: _____

Activity: Support Group

Progress:

Comments:

S: Member states struggling with depression. States seeing therapist and taking meds.

O: Member was more quiet than usual, seemed agitated, sleepy.

A: Member states not working on WRAP. Member states wanting recovery more quickly.

P: Member to focus on one aspect of WRAP this week.

Goal: Get out of bed & shower by 10am each day.

Progress: Excellent Good Fair Poor

Planned action steps to achieve goal:

Member will use alarm and have a friend check in.

CPRS Signature: _____

Member Signature: _____

Sample Notes

Peer Recovery Progress Report

Name: _____ Date: _____

Activity: Support Group

Progress:

Comments:

S: Member states bipolar diagnosis, struggling with manic episodes.

O: Member looked unkempt compared to usual.

A: Member states having a hard time to sleep, using drinking to help.

P: Member has not had MD visit in some time for medication mgmt. Will schedule.

Goal: MD appt for med mgmt and possible sleep aid.

Progress: Excellent Good Fair Poor

Planned action steps to achieve goal:

Contact doctor to schedule appt for meds to address mania and sleeplessness.

CPRS Signature: _____

Member Signature: _____

Additional Pointers

- If you need to take notes, explain why
- Stay focused on the present and moving forward
- Keep a lawyer on one shoulder, the member on the other
- Stay brief but individualized
- Keep opinions out of it
- When in doubt, ask your supervisor

Questions?

Thank you!