

## **6001-G DOCUMENTATION REQUIREMENTS**

REVISION DATE: 9/1/2014

EFFECTIVE DATE: July 31, 1993

All documentation entered into a case record must be in ink or typed, legibly written in non-technical terminology if possible, and dated, and signed by the person making the entry. In case of an error in documentation, cross out the error with a single line and initial it. Do not erase or use "White Out". If room remains on a Progress Note page, draw a line through the remaining spaces after your signature. Each case record shall include a legend for explaining symbols, and abbreviations.

The Support Coordinator has primary responsibility for assuring that case records contain all of the required documentation, and that such documentation meets the criteria set forth in this Chapter by being complete, accurate, timely, and reflective of the member's programmatic, social, medical, developmental, educational, or vocational status.