



An Overview of Activity Documentation

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Objectives

1. Cut through the confusion and know exactly where to begin.
2. Identify the essential forms and information you're responsible for.
3. Stay on top of deadlines with simple strategies that work.

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1. Where to begin

- Look over the H & P
- Other assessments
- Introduce yourself

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2. Identifying Essential Forms

- Assessments/Peli
- Notes
- MDS Section(s)/CAAs
- Careplans

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ASSESSMENT (PELI)

- Needs completed within 14 days of Admission or facility policy, Annually and Change of Condition
- How do I get them to talk to me?
- Things that should be included are:

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Admit/POC/Quarterly/ Annual/Other Notes

- What needs to be in them?
- Where do I get the information?
 - When do they need done?
- How do I put it all together?

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POC – Plan of Care

- Who does the Care Plan?
- Where do I get the information?
- What should I include in the Care plan?

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MDS 3 & CAAs

- Which part of the MDS 3 do I do?
 - When do I do them?
- What do I do if the answers they give me don't match what we do for them?
 - How do I write a CAAS?

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OTHER NOTES

- What kinds of notes will I do
 - When do I do them?
 - Why do I do them?

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3. Staying on top of Deadlines

- List of Residents Admission/assessment dates
- Check PPC daily
- Make a list of what needs done and when it's due

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Contact Information

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