

EVENT CHECKLIST

WHAT SHOULD BE INCLUDED IN AN EVENT NOTE?

- Date of contact
- Type of contact
- Observation(s)
- Action(s) taken toward meeting needs and desires of individual
- Follow-up
- Facts and verified information
- Objective statements
- Relevant information

TITLE OF THE EVENT NOTE

- The title should clearly indicate what is being documented in the note.

OBSERVATION(S)

- Issues regarding the individual's quality of life, satisfaction with services, current life situations, and all health and safety issues.

ACTION(S)

- Any actions that took place during the contact.
- Result of contact with the individual/provider/family member, etc.
- Clearly link to the plan of care or document progress toward meeting needs and desires of the individual.

FOLLOW-UP

- Include any actions that need to take place.
- Describe what needs to happen and who will do it.

FACTS

- Include only factual, verified information; do not include assumptions, opinions, or rumors.

EMAILS

- Copy and paste entire emails, with names and date stamps, into events; or attach emails as separate files.
- Do not copy and paste emails to incident report narratives. Instead, attach emails as files. The email information can be summarized in the narrative.

ACRONYMS AND ABBREVIATIONS

- Acceptable if they are defined in the first use in each event note.
- Only include commonly used acronyms and abbreviations.

FINAL REVIEW

- Review the note before saving to ensure it is free of grammar and spelling errors and it will make sense to any neutral party who may not be familiar with the case.
- Ensure it covers a specific event and does not summarize a long period of time.
- Remember that events can be edited in KYGFIS by the author for up to 24 hours.

WHAT INFORMATION SHOULD NOT BE IN AN EVENT?

- Personal views, feelings, or opinions of the author/writer.
- Information regarding other individuals receiving services.

CASE NOTE TIMEFRAMES

Notes must be entered within these specified timeframes:

- Face-to-face visits = within 5 days of the visit.
- Class 1 and 2 incidents = within 7 business days.
- Class 3 and 4 incidents = immediately.

**Best practice is to enter notes as soon as possible after contact or incident.*