

309-019-0140 Service Note

(3) Providers shall document each service and support in a service note to include:

(a) The specific services rendered;

What service was provided – Individual therapy, family therapy, group therapy, case management, peer support – skills training etc.

(b) The specific service plan objectives being addressed by the services provided;

What objective from the service plan was worked on during this session? (*Golden Thread*)

(c) The date, time of service, and the actual amount of time the services were rendered;

What was the date of the session? How much actual time was spent and what was the actual time 1:15 – 2:15 60 min.

(d) The personnel rendering the services, including the name, credentials and signature;

Who rendered the service? Mary Smith LCSW and signature

(e) The setting in which the services were rendered; and

Was the setting in an office, out in the community, at the school etc...

(f) Periodic updates describing the individual's progress.

Describe the individual's response to the service was there progress or was there not progress as evidenced by...

(4) The transfer of individuals shall be documented in the service notes and in accordance with OAR 309-018-0155.

Why did services end? Where did individual go? Referral? Or?

Date:

Individual's Name:

Date:

Service Setting:

Time:

Service Rendered:

Name and Credentials of person rendering services:

Objective:

Summary of service and individual's response to service, what evidence-based practices were used during service, etc.

Progress:

Signature:

Questions to ask yourself:

Have I dated the Service note?

Have I documented the service type?

Have I documented the actual time and time spent?

Have I documented the service setting?

Have I identified the objective from the service plan that we were addressing?

Have I documented a summary of the service, the participation of the individual, the evidence-based practice used, the response of the individual to the intervention, the progress or lack of progress?

Does the service note relate to the service plan and the assessment?