

Community Supports Provider Documentation Standards

Community Supports (CS) Provider Documentation Expectation: CS providers shall ensure proper documentation for every encounter with a Partnership member.

Please organize your notes using the following methods:

- **Subjective, Objective, Assessment, and Plan (SOAP) Notes:**

- Subjective: Member's description of their need(s) and purpose of encounter.
 - Example: Member reported experiencing homelessness.
- Objective: CS provider's factual observation
 - Example: Member has no residence and is living on a park bench. We discussed starting a housing support plan.
- Assessment: Based on available information to the CS provider, impressions of subjective and objective information.
 - Example: Member is reporting experiencing homelessness and living on a park bench.
- Plan: Develop next steps for support
 - Example: Member needs housing supports. Prepare housing referral.

- **Behavioral, Intervention, Response, and Plan (BIRP) Notes:**

- Behavior: Member's observable action and demeanor, including their self-reported feelings, thoughts, and challenges.
 - Example: Member shared they are experiencing homelessness.
- Intervention: List action, technique, or exercise used during the session. This should connect with the member's plan and goals.
 - Example: Member would like to find housing and start seeing a physician for medical needs.
- Response: Document how the member responded to the intervention(s). Be sure to note any changes, progress, insights, or barriers to progress.
 - Example: Member is engaged and committed to finding housing and seeing a regular physician.
- Plan: Outline next steps for future encounters including homework for next visit for both member and CS provider.
 - Example: We will start to develop a housing support plan and send a referral for Enhanced Care Management.