

Instructions for completing DeTASO documentation

- You are required to complete your documentation daily after each shift for supervisor to review the next day
- When you begin your shift/schedule you are to clock in immediately
- Documentation is required when you have worked on a goal
- When transporting a client odometer and reason for trip is required
- When notes are completed, you must lock notes at end of shift
- Your Waiver Supervisor reviews your locked notes
- Your Waiver Supervisor approves your times and documentation for the entire workweek for payroll
- Documentation is important when reporting on the client/clients
- DeTaso will keep up with the total hours for the work week you have worked
- Clients' behaviors should be documented in notes
- Clients' medical appointments should always be documented in notes
- When you are adding a treatment note, you will log your progress under each goal and objective.
- Each documentation will consist of: describing what the client did to complete the objective; what you did to help the client to complete the objective; how the client responded; and what kind of mood was the client in at the time you worked on the objective. Example of documentation is enclosed for you to see. If you are working on multiple clients, be sure to include each client by using their first name.
- At the end of shift, you will add Treatment Note, which is an overall summary of the whole shift.
- Allergies are noted on deTASO for your information.