

Memo

To: All Interlochen Staff

From: Tria Williams

Cc: Patti Miller, DD

Date: 6/11/2020

Re: 'Chart Notes' Documenting Procedures

Effectively immediately, staff must contact their Home Manager to review documentation before leaving their scheduled shift. After business hours, this means a phone call to Tria to verify the documentation. This is being done to ensure quality and accuracy of the data submitted by staff.

In the event of being unable to complete Chart Notes electronically, paper 'back-up' copies of Chart Notes for each client will be readily available. These paper documents will only be completed on an as-needed basis with prior approval from the Home Manager.

This memo is to serve as a training for all managers and staff regarding the new expectations while completing Chart Notes on NextStep. All Staff must sign and return to their respective Home Manager.

Employee Signature: _____



Date: _____

