

Table 1

Items Monitored in Quality Improvement Reviews

Documents Reviewed	Items Reviewed
Intake Evaluation Note	1. 1.The intake evaluation progress note documenting the completion of the intake evaluation was completed and co-signed by supervisors.
	2. 2. The provider's and supervisor's names are listed in the signature section of the progress note in the electronic chart.
	3. 3.The service procedure code, the face-to-face time, and total time used for intake are listed.
Progress Notes	1. 1. Electronic notes completed for all visits and no-shows.
	2. 2. Notes are in the specific formats that are required by funding and authorizing agencies.
	3. 3. Notes are completed in a timely manner.
	4. 4. Notes reflect the provider's intervention for patient problems and the patient's response.
	5. 5. Notes are unique for each patient.
	6. 6. Writing is legible if written.
	7. 7. Notes are co-signed by supervisor.
	8. 8. Notes specify if an interpreter assisted.
Medication Monitoring	1. 1. The prescribed medication is usual, or a note justifies deviation.
	2. 2. Dosage is usual, or a note justifies deviation.
	3. 3. The clinical response and any adverse reaction are documented.
	4. 4. The medication plan is effective.
	5. 5. Information on the medication's therapeutic effects and side effects is given when the medications are prescribed or changed.
	6. 6. Documentation is present that noncompliance was addressed if it was an issue.