

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>1205</b>
		<b>Original Date</b>	<b>09/29/1988</b>
	<b>Department: Recreation</b>	<b>Revised Date</b>	<b>10/08/2015</b>
	<b>Recreation Program Documentation</b>		

**POLICY:**

Recreation staff will document resident participation and progress in the activity program.

**PROCEDURE:**

1. Recreation Observation

Recreation aides meet with the Recreation Supervisor to review progress of assigned residents during the resident observation period for quarterly and annual care plan meetings.

2. Progress Notes

Progress notes are the summarization of the Recreation Supervisor’s evaluation of a resident’s progress towards Care Plan goals, the appropriateness and effectiveness of the resident’s activity plan to meet these goals. Progress notes are recorded in the resident’s medical chart in the interdisciplinary notes for the following reasons:

A) Significant Incident

Notes should be written as soon as possible after the incident, and thoroughly describe what occurred.

B) Quarterly and Annual Care Plan Reviews

Notes detailing resident participation, progress and psychosocial functioning should be documented quarterly. These notes should summarize resident interest, strengths, current status, behavioral issues, participation level and progress towards interventions utilized.

3. Care Plans

The Recreation Supervisor is responsible for keeping activity related Care Plan needs and goals up to date. A resident's participation is reviewed quarterly with the Care Planning Team. Necessary changes to a resident's care plan between quarterly reviews are made by the Recreation Supervisor. Staff is informed of the changes. Changes on Care Plans are made on the assessment forms and the Care Plan itself.

4. Participation Record

All activity attendance will be kept on the Participation Record (Attachment #2) using the coding system summarized on the form within 1 day of the activity. This includes all participation in structured and individual activities. This form displays 1 month of a resident's activity participation. The form is filed in the resident's medical record under the activity section within 5 days of the next month.

5. Recreation Assessment

An assessment will be conducted by the Recreation Supervisor for each new resident within 14 days of admission. Recreation Supervisor reviews the assessment quarterly and annually prior to care plan meeting and makes changes as needed. Assessment is completed using the resident's Recreation Assessment (Attachment #1), Participation Record (Attachment #2), Observation Report (Attachment #3) and a verbal review with the resident. Care plan goals, interventions and needs are to be assessed and evaluated for necessary changes. Changes are made on the Care Plan, reported at the Care Plan team meeting and then written in the minutes so the information is assessable to staff.