Progress Notes Policy Quiz

Training Source Document: P-1047 Progress Notes

Answering 7 out of 10 questions correctly is required to pass.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre Test\_\_\_ Post Test\_\_\_ Number Correct \_\_\_

1. **What is the maximum timeframe allowed for documenting a progress note after a service is rendered?**

a. Within the same day only

b. Within 24 hours, no exceptions

c. Within one workday, but no later than two workdays

d. By the end of the week

2**. Which of the following is not a required component of a progress note?**

a. Time in and time out

b. Initials of the staff member only

c. Description of service delivered

d. Full signature and credential/title

3. **What should progress notes document regarding the participant’s plan?**

a. A general idea of what the participant wants

b. Only new goals

c. Goals not listed in the Individual Plan

d. Progress or lack of progress toward identified goals and objectives

4. **In the B.I.R.P. format used for counseling services, what does “R” stand for?**

a. Recap

b. Reflection

c. Response

d. Report

5. **Which statement is true about documenting missed appointments in case management?**

a. They do not need to be documented

b. Only successful follow-ups should be noted

c. Missed appointments and all follow-up attempts must be documented

d. Only phone calls are documented, not letters

6. **Who must sign and date the progress note entry?**

a. The participant

b. Any available staff member

c. The person who delivered or recorded the service

d. The Program Director only

7. **What type of time format is required for SAMH program progress notes?**

a. Standard 12-hour with AM/PM

b. Elapsed time

c. General ranges (e.g., "morning")

d. Military time

8**. When documenting in residential programs, how often should entries regarding participant activity be made?**

a. Weekly

b. Daily

c. Each shift

d. Only during intake and discharge

9. **What should a reviewer be able to clearly identify in a participant’s progress notes?**

a. Participant’s income level and diagnosis

b. Goals achieved or revised, significant life events, and services provided

c. Staff preferences and scheduling notes

d. Medication logs

10. **What must match the service date and time on the Services Tracking Form for billing purposes?**

a. A supervisor’s approval

b. A participant’s signature

c. The progress note

d. The staff’s monthly calendar