

## Documentation Competency Exam

- TRUE FALSE 1. The WITS Client Profile record is the responsibility of the ATR Ohana Assessor, and **no other provider** should ever enter or change information into that part of the client record.
- TRUE FALSE 2. It is okay to use White-Out on documents in the client's file as long as it is done neatly.
- TRUE FALSE 3. In addition to being documented in the WITS system, a client's hard copy file should also contain documentation of ALL face to face contacts with the client.
4. Client signature should be gathered:
- a. Once a week.
  - b. Every time the client stops into your office or location.
  - c. When you are billing for ATR Ohana services.
  - d. Along with the date and time the client arrived and left.
  - e. All of the above except for a.
5. If written information in the client's file must be changed, the staff should:
- a. Erase the information completely and write in the correct information.
  - b. Have the client fill out new documents, because client documents can never be changed.
  - c. Mark out the old information completely with a black marker and write in the correct information.
  - d. Make a single line through the old information, write in the correct information, and initial who made the correction and write the date next to the initials.
6. Which item(s) is/are required to be included in the client's hard copy file.
- a. Contact and Collateral Contact Information
  - b. DOH –ADAD Notice of Privacy Practices
  - c. Consent of Release of Information Forms
  - d. Agency Disclosure
  - e. Client Service/Treatment Plan
  - f. Billing record
  - g. Verification of face-to-face contact
  - h. All of the above
  - i. None of the above

7. The DOH-ADAD Notice of Privacy Practices form is:
  - a. Optional for ATR clients
  - b. Informs clients of how Protected Health Information (PHI), such as medical and health information, can be used.
  - c. Needs to signed and dated by the client AND staff giving the client the Notice of Privacy Practice.
  - d. ALL of the Above
  - e. Both A and C.
  - f. Both B and C.
  
8. Which is **NOT** an acceptable way to document a client's visit?
  - a. Scribble case notes directly on the outside of the client's file folder.
  - b. At the time of the visit, jot down notes on a separate notepad, transfer those notes to the WITS system after the client's visit, and place the original written note in the client's hard copy file.
  - c. Type case notes directly into WITS.
  - d. Make a general note that is pasted into all client files for the same service.
  - e. Both a and d are unacceptable.
  
9. What is a miscellaneous note?
  - a. Documentation in WITS that generates a claim for payment related to the client's visit.
  - b. Documentation in WITS about a client's visit, call or contact that will not generate an automated claim for payment related to the client's visit.
  - c. Documentation on multiple clients who receive the same service in a group setting.
  - d. Documentation that can only be posted to WITS by an agency administrator.
  
10. Which of the following contact information should be obtained from the client during the initial intake interview and entered into the WITS profile, if it is available?
  - a. Cell number(s).
  - b. Address.
  - c. Home Number.
  - d. Email address.
  - e. Work Number (if applicable).
  - f. Probation Officer's name and number, if client is on probation..
  - g. Parents number.
  - h. All of the above.
  - i. Only a, b, and c above.

11. What does a signed consent between provider agencies allow service providers to do?
- a. Allows the agencies listed on the consent to exchange **all** information about the client.
  - b. Allows agencies listed on the consent to exchange **only** contact information regarding client.
  - c. Allow agencies listed on the consent to exchange **only** specific information that is listed on the consent.
  - d. Allow provider agencies to communicate with each other **only** through ADAD staff.
12. What is the reason why numerous agencies CANNOT be listed on the same consent for release of information form?
- a. Because it's the law.
  - b. Because not all the agencies may not be affiliated with each other.
  - c. Because information exchanged with one agency may differ from information being shared with another agency.
  - d. All of the above.
13. It is recommended that your agency's disclosure statement should include which of the following:
- a. Your agency expectations of the client.
  - b. Bus routes accessible to clients to get to your agency.
  - c. Specific services that your agency provides.
  - d. Your mission statement.
  - e. Your location, hours of operation.
  - f. List of staff members.
  - g. Qualification of agency staff.
  - h. Grievance Policy.
  - i. All of the above.
  - j. None of the above.
14. Why is a service plan important:
- a. So that client's know the type of services they are receiving.
  - b. So client's know the timetable when they will be receiving services.
  - c. So that the client agrees to the services being provided.
  - d. All of above.
  - e. Only a and c.