**Social Services Documentation Guide**

**Social Services UDAs**

* SS: BIMs/PHQ9 Interviews
* SS: Discharge Planning Update
* SS: Assessment and Documentation

**Schedules:**

* Initial assessment will auto-schedule upon admission to be completed by day 3.
* It triggers for new admissions AND readmissions from the hospital, **but you only need to complete it for new admissions**
	+ If you have a readmission from the hospital who has been out of the building less than 30 days, **SW will need to manually de-activate the UDA**
* Quarterly/Annual/Sig Change assessment will schedule 7 days prior to the ARD –triggered by MDS
* Once you open the SS Assessment and Documentation UDA, you will need to choose the type of assessment from the drop-down box (Initial Assessment or Quarterly/Annual/Sig Change)
* For IPA books or other books that do not require an assessment (UDA), please direct enter the interview responses (BIMS and PHQ-9) and other items into the MDS and simply write a progress note.

**Team IDT Assessments**

* Team: Room Change/Roommate Change
* Team: IDT Meetings and Evaluations
* Team: IDT Discharge Instructions
	+ Social Services Section
* RN: Baseline Care Plan
	+ Social Services Section 4
	+ If after hours or weekends when SS not on duty. RN’s have been instructed to complete. Social Services to review next working day.

**Progress Notes**

* Please utilize the Progress Note tab in PCC and choose SS Progress Note from the drop down to document between your assessments.
* This should include any type of note you may write – i.e., updates, behavior notes,advance care planning, etc. **To make it easy to identify in the chart, just title your note~~.~~**

Assessments have been created to provide a more comprehensive psychosocial assessment. You do not need to write a separate psychosocial history progress note – all psychosocial history information should be included in the Initial Assessment. Enhancements include more detailed questions surrounding substance abuse, mental health and inclusion of the Trauma screening tool.

**Items in the assessment or MDS that will trigger for a care plan are:**

* Advance Directives
* Guardianship
* Fear
* Trauma
* Substance Abuse History
* PASRR
* Discharge Planning
* Mood
* Cognition