

To illustrate how Practice Dimensions and their corresponding competencies, knowledge and attitudes are written, the following example is provided³:

PD VII. DOCUMENTATION

Definition: The recording of the screening and intake process, assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries and other client-related data.

COMPETENCY 108:

Demonstrate knowledge of accepted principles of client record management.

KNOWLEDGE

- Regulations pertaining to client records.
- The essential components of client records, including release forms, assessments, treatment plans, progress notes, and discharge summaries and plans.

SKILLS

- Composing timely, clear, complete, and concise records that comply with regulations.
- Documenting information in an objective manner.
- Writing legibly.
- Using new technologies in the production of client records.

ATTITUDES

- Appreciation of the importance of accurate documentation.

COMPETENCY 109:

Protect client rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of client information with third parties.

KNOWLEDGE

- Federal, State and program confidentiality rules and regulations.
- The application of confidentiality rules and regulations.
- Confidentiality rules and regulations regarding infectious diseases.
- The legal nature of records.

SKILLS

- Applying Federal, State, and agency.
- Requesting, preparing, and completing release of information when appropriate.

ATTITUDES

- Appreciation of the importance of accurate documentation.