

Supervision\DCC\Supervision Process\Case Recording

04 NOTE TYPES

There are five types of notes that will be utilized:

General Notes Entries under this type of note will be related to any general documentation of case activity that is not directly related to the assessment or case plan. Any client contact that would be considered a face to face contact with quality case planning should not be entered as a general note, but as a supervision contact note. Collateral and employment contacts that are required as contact standards should also be entered as a supervision contact note.

Supervision Contact Notes Supervision contact notes should be used for any client contact that would be considered a face to face contact with quality case planning. Collateral and employment contacts that are required as contact standards should also be entered as a supervision contact note. In order for contacts to be removed from the agent's task due list, the agent must select the corresponding contact under the "supervision contact type" dropdown menu. The note subtype is where the agent will document whether the supervision contact was an office visit or a home visit.

Supervision contact notes for individuals *supervised at Medium or higher* will address the following:

Check-in:

Review:

Criminogenic Need to be Addressed:

Intervention/Risk Reduction Supervision Strategies:

Assignment:

Other: (if applicable)

Next Appointment:

Program Notes	Entries under this type will include information provided directly from program providers by phone, mail, e-mail, in person, etc.
Assessment Notes	Entries under this type will include anything related specifically to the assessment only.
Home Visit Notes	Home visit notes will document scheduled or unscheduled visits to a client's reported residence/property where the offender resides. Within the home visit note, the agent must set the next home visit due date in order for the next home visit date to show due on the agent's task due list in Workload Manager.