



## PROGRESS NOTES TRAINING QUIZ

1. What is the purpose of progress notes in youth documentation?
2. List three key components that must be included in a progress note.
3. Why is it important to use objective language in documentation?
4. When should progress notes be completed?
5. Which situation requires a House Incident Report?
6. What should be included when documenting an incident?
7. How can staff ensure their documentation is accurate and professional?
8. Why is timely documentation critical in a residential facility?
9. What are the consequences of incomplete or delayed progress notes?
10. How should staff handle a situation where they make an error in documentation?

### Staff Acknowledgment

I confirm that I have completed the Progress Notes Training and watched the required video.

Staff Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_