



**DAIDS APPLIED RESEARCH TRAINING (DART)  
GOOD DOCUMENTATION PRACTICES  
(GDP)**

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# Good Documentation Practices Activity

## What is it?

The objective of the following activity is to review basic principles of Good Documentation Practices (GDP), generate active discussion and collaboration among participants by using an Audience Response System (ARS). The participants will check their collective knowledge as they respond to twenty (20) basic GDP questions. In the subsequent sections you will find the instructions and materials needed in order to complete this activity.

## When can I use this Activity?

This activity is good for a variety of events and purposes. The following list shows alternatives ways to use it:

- Decision Making
- Knowledge Assessment
- Managing a Project and Conflict Resolution
- Continues Quality Improvement
- Critical Thinking
- Self-Reflection and reviewing concepts learned during an event
- Focus Groups
- New Employee Training
- Employee Opinion Polls and Satisfaction Surveys
- Team Building
- Refresher Training
- Risk Analysis
- Training Meetings/Events
- Conferences
- Group Annual Retreat
- Office/Departmental Meetings

## What Materials / Resources do I need?

- Good Documentation Practices Facilitator Instructions 16Dec2019
- Good Documentation Practices Slide Deck 16Dec2019

## How long does it take?

Allow approximately forty (40) minutes for the entire activity.

## How do I prepare?

First, access the DART website and verify you have access to the course, then proceed with the following steps:

- Open the file: Good Documentation Practices Slide Deck 16Dec2019. Review the Power Point in slide show mode to display the questions, then as you advance through the slides the correct answer will be displayed. Decide if you want to use the Power Point slides for the activity or if you will use an Audience Response System (ARS) which will require you to enter the questions and answers into the system for the activity. Feel free to add information or customize for the needs of your site.
- Browse the Web and select a free Audio Response System integrated with Power Point or for example, visit <https://www.capterra.com/audience-response-software/> (Optional).
- Test out the ARS software compatibility prior to your event.
- Set up and launch the Audience Response System.

## How do I do it?

Now you are ready for the next steps. As a facilitator do the following:

- Make sure to set up and launch the Audience Response System (ARS).
- Input the questions and answers into the system.
- Share the ARS application with the participants.
- Tell participants to select the ARS application from their mobile phones, computers or tablets.
- Make sure participants select the GDP questions from the application.
- Ask participants to answer the questions and select end poll.
- Follow the ARS activity by a large group Questions and Answer (Q&A) and discussion session.

## How can I modify this activity?

Don't want to use this as an ARS activity? That will be perfectly fine! The benefit of this activity is that you have multiple ways to go about it. For example, you can use the Power Point Slide deck in slide show mode to present the questions to the group. Or you can update the slides for a Pre- and Post- Assessment with any topic of your choice, you will need to create and provide an Assessment form for each participant. At the end of the activity, collect and tabulate the responses. Make sure to share the correct responses with participants after their responses have been reviewed.

Another alternative is to print individually each question and distribute two (2) or three (3) questions by table groups for them to answer and discuss as a team.

Furthermore, you can print individually these topic questions or any other topic questions, cut them to size, fold them and place them in a bowl and distribute by table groups. Have participants draw one question at a time to answer, discuss and present as a team.