

Tips for Completing the VENA Family Documentation Tool

Parent/Guardian: _____ FID/PAN#: _____

Date:	Staff Initials:
Parent's Primary Concern/Interest: <ul style="list-style-type: none">• Summarize what was stated by the parent	
Staff's Primary Concern: <ul style="list-style-type: none">• State concern(s) regarding ABCDEF of assessment (<u>A</u>nthropometrics, <u>B</u>iochemical, <u>C</u>linical, <u>D</u>ietary, <u>E</u>nvironmental, <u>F</u>amily)	
Topics Discussed & Referrals: <ul style="list-style-type: none">• Summarize the discussion, including tips and suggestions to address parent's concern• Document referrals made	
Family Goal(s): <ul style="list-style-type: none">• State the client's goal; aim for a "SMART" goal (<u>S</u>pecific, <u>M</u>easurable, <u>A</u>ttainable, <u>R</u>ealistic, <u>T</u>imely)	
Confidence Scale (optional): Difficult - 1 2 3 4 5 - Easy <i>How easy will it be for the client to achieve the goal?</i>	
Progress: <ul style="list-style-type: none">• Ask client at next appointment how they did with their goal & document here	
Date:	

Consider these questions to evaluate your documentation:

- Are any sections blank?
- Is the handwriting legible?
- Was the parent's concern addressed?
- Do the sections flow together?
- Does it provide a clear "snapshot" of the session?
- Is the goal a "SMART" goal (if one was achieved)?
- Was progress on goal documented at the next visit?