

RISK MANAGEMENT TOOL: DOCUMENTATION OF BARRIERS

Instructions: Complete this tool (make copies as necessary) to document barriers to service; attach to risk assessment worksheets to aid in follow up.

Communication process: List next steps for communication, persons required, and dates of planned communication

Required documentation: Describe whether documentation is necessary. (For example, state or federal law or agency rules may make it necessary to document reporting of specific (e.g., mistreatment, abuse, neglect, exploitation, or other) violations. If so, document the barrier to service below and also document the reason it is a barrier (e.g., violation of internal policy, BACB or psychology ethics code, state or federal law, statute, etc) and attach a copy of the statute or law if needed for supporting your team effectively in future discussions.

List barrier	Date and how it was identified	Resolution attempts	Notes and follow up

Notes on resolution:

Notes on any continued follow up: