

6/17/13

CONNECTIONS Clue: Draft of Final?

Many users choose to save their Progress Notes as Draft. Saving as Draft allows the author (or the person entering the note) to add to it, edit it, or even delete it entirely!

Draft notes are designed to give users time to change their note and Supervisors time to review it while it can still be changed. Notes saved as Draft “age into” Final status twenty calendar days from their initial save. There is no such grace period for notes that are saved as Final. The only option available for notes saved as Final is to add an Addendum. But you can’t change the original content.

The terms “Draft” and “Final” mean something different in FASP, however. Those sections of the FASP designed to allow contributions by multiple case workers also allow you to save your work as Draft or Final. But here, Draft just means, “I’m not done with my contribution yet” and Final means, “Go ahead and launch the Case Planner Summary – I’m done with my part.” Work saved as Draft does not “age into” final status in the FASP.

The following CONNECTIONS Tip Sheets offer more information on Progress Notes:

- Progress Notes - Create & Modify (2009)
- Progress Notes and Narratives – Copying and Pasting Only Text (August 27, 2012)
- Progress Notes Instructions (2006, Upd. March, 2011)
- Progress Notes - Search & Sort (2009)
- Progress Notes - Successfully Documenting Casework Contacts with Children in Foster Care (2009)