

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
QUALITY ASSURANCE  
POLICY AND TECHNICAL DEVELOPMENT

**COLLABORATIVE DOCUMENTATION TRAINING FOLLOW-UP  
STRATEGIES FOR CLINICS**

- Use the Collaborative Documentation training video and associated handouts (PowerPoint hard copy, Collaborative Documentation Manual, and Quick-Start handout) to begin the training of clinicians interested in beginning to use Collaborative Documentation
- Have clinicians with more experience and competence with Collaborative Documentation (a minimum of about 3 months) be a resource for other clinicians, for example by having them available to be shadowed by clinicians interested in Collaborative Documentation; having them provide feedback and guidance in staff meetings
- Establish a regular time in staff meetings to discuss various aspects of Collaborative Documentation
- Ensure supervisors discuss Collaborative Documentation with clinicians beginning to use Collaborative Documentation with clients
- Designate a Collaborative Documentation liaison who will coordinate and monitor Collaborative Documentation implementation and training processes, as well as interface with the QA Division for guidance and ongoing feedback.