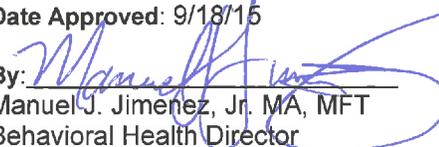




Date Approved: 9/18/15

By: 
Manuel J. Jimenez, Jr, MA, MFT
Behavioral Health Director

POLICY TITLE
Progress Notes for Mental Health Services: Timeline for Completion and Documentation Requirements

Policy No: 1603-1-1

Date Effective: 7/27/15
Date Revised: 9/18/15

PURPOSE

This policy addresses the need: 1.) to ensure timeliness of the completion of progress notes and 2.) that contents of progress notes for mental health services are in compliance with federal, state and county regulations.

AUTHORITY

California Department of Health Care Services Contract: Exhibit A, Attachment I, Section 11

SCOPE

All ACBHCS county-operated programs in addition to entities, individuals and programs providing mental health services under a contract or subcontract with ACBHCS.

POLICY

This policy establishes: 1.) the timeline for completion of progress notes for documentation of mental health services provided to Alameda County beneficiaries and 2.) establishes requirements for content of progress notes for mental health services.

PROCEDURE

- A. Procedures included in this policy supercede previously published procedures that address the same topics covered in this P&P.
- B. Timeline for Completion of Progress Note
 - i. All providers of mental health services shall complete, sign, and finalize progress notes within five (5) business days of the Date of Service (DOS).
 - ii. Progress notes must indicate the Date(s) of Signature as well as the Date of Service.

- iii. Required signatures include the staff providing the service, and supervisor(s) who are required to co-sign progress notes as Licensed Practitioner of the Healing Arts (LPHA).
- iv. Progress notes written after five (5) working days from the Date of Service (DOS) shall be documented as a "late entry" and signed the day of that entry.
- v. Notes for non-billable services and informational notes shall be documented within five (5) business days of the Date of Service (DOS).
- vi. Situations where it is clinically indicated to document a service before five (5) days: All providers of mental health services shall document services the same day, or as soon as reasonably possible, when the service is provided for a client who is at imminent or potential risk. The objective is to ensure continuity of care by providing a written record that will be used to inform all relevant mental health providers.

C. Documentation Requirements - Progress Note Content

- i. Progress Note content must follow the guidelines in the most current editions of: the [ACBHCS Clinical Record Documentation Standards Manual](#) for County-Operated Programs And Master Contract Providers (MCO's) and the [Mental Health Plan \(MHP\) Provider Network Documentation Manual](#) for MHP Network Providers.
- ii. Providers responsible for providing direct service to clients will enter complete, accurate and up-to-date information about the client and service provided into the client record

CONTACT

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Quality Assurance	September	qaoffice@acbhcs.org

DISTRIBUTION

This policy will be distributed to the following:

- ACBHCS Staff
- ACBHCS County and Contract Providers
- Public

ISSUANCE AND REVISION HISTORY

Original Author: Donna Fone, Interim Quality Assurance Administrator

Original Date of Approval: 07/27/2015 by Manuel Jimenez Jr MA.MFT

Revise Author	Reason for Revise	Date of Approval by (Name)
Donna Fone	Delete breach section	9/18/15 by Manuel Jimenez Jr MA.MFT

DEFINITIONS

Term	Definition
Date of Service	The date the service was provided to the client
Date of Signature	The date that staff documents the service provided
MCO	Master Contract Provider AKA Community-Based Organization (CBO)
Shall	The procedure must be completed