



Health Care Agency Behavioral Health Services Policies and Procedures	Section Name:	Information Management
	Sub Section:	Clinical Records Documentation
	Section Number:	05.01.14
	Policy Status:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised

	SIGNATURE	DATE APPROVED
Director of Operations Behavioral Health Services	<u>Signature on File</u>	<u>10/31/18</u>

SUBJECT: Substance Use Disorder Treatment Services Chart Order

PURPOSE:

Provide a uniform method to organize the clinical record for consumers treated through Behavioral Health Services (BHS) Adult and Older Adult Behavioral Health (AOABH) and Children and Youth Behavioral Health (CYBH) Substance Use Disorder (SUD) Services.

POLICY:

SUD charts shall be consistent in structure.

SCOPE:

Procedure is to be followed by all BHS service delivery staff, students, and volunteers providing SUD services throughout the BHS AOABH and CYBH SUD County clinics.

PROCEDURE:

BHS AOABH/CYBH SUD clinical records (charts) are organized by four sections and are organized from top to bottom. The documents to be filled in each section are listed below as indicated in the following outline.

- I. Section I - Authorizations to Disclose/Intake/Financial (Top to Bottom)
 - Authorizations to Disclose Protected Health Information (PHI) and Personally Identifying Information (PII), including Assignment of Benefits (AOB)
 - PHI Disclosure Log
 - SUD Intake Advisement Checklist
 - HIPAA Acknowledgement
 - Informed Consent for Services
 - Confidentiality Form
 - Health Care Agency (HCA) Rules
 - Client Rights
 - SUD Recovery Program Requirements
 - Client Intake Information (2 pages)
 - Additional Client/Participant Information
 - Medi-Cal Eligibility verification, if applicable

- Financial Information

II. Section II – Correspondence/Drug Urine Screen/Medical (Top to Bottom)

- Program Specific Forms- for tracking progress, etc.
- Probation reports & letters to court, etc.
- Notices of Adverse Benefit Determination (NOABD), if applicable
- Drug/ Urine Screen Results
- Health Questionnaire
- HIV Referral Acknowledgement
- Client Referral History

III. Section III – Treatment Plans/CEST/CESI/CalOMS/Assessment (Top to Bottom)

- Treatment Plan (most recent) followed by expired treatment plans in chronological order
- SACS B/Y-OQ 30.2/BHS 3-Item (CYBH Only)
 - Substance and Choices Scale – Part B (SACS B) (CYBH Only)- most recent on top
 - Youth Outcome Questionnaire 30.2 (Y-OQ) (CYBH Only)-most recent on top
 - BHS- 3 Item (CYBH Only)
- Client Evaluation of Self and Treatment (CEST) (most recent and followed by previous CEST) (AOABH only)
- Client Evaluation of Self at Intake (CESI) (AOABH only)
- California Outcome Measurement System (CalOMS) IRIS Printout
- Continuing Service Justification (CSJ) with Case formulation and diagnosis, along with corresponding Level of Care (LOC) summary form - most recent on top
- Life Events Checklist for DSM-5 (LEC-5) (AOABH only)
- Stressful Life Experiences Screening and Post Traumatic Stress Disorder Symptom Screening if scores indicate the need to administer (CYBH only)
- Screening, Brief Intervention and Referrals to Treatment (SBIRT) (AOABH only)
- SUD Assessment with Case formulation and diagnosis
- Intake Counselor Brief LOC screening (when appropriate)

IV. Section IV – Clinical Progress Notes (Top to Bottom)

- Discharge Summary Form
- Encounter Documents in chronological order (most recent on top)