



SA Outpatient

SA Outpatient Cx Assess (65D-30.0042) (a) Emotional or mental health; (b) Level of substance use impairment; (c) Family history, including Sx by other family members; (d) Sx history: age of onset: drug choice/duration/response: Use patterns; Consequences: Prior treatment. (e) Educational level, vocational status, employment history, and financial status (f) Social history: Support; Family/peer relationships; Current living conditions; (g) Past or current sexual, psychological, or physical use or trauma; (h) Individual's involvement in leisure and recreational activities; (i) Cultural influences; (j) Spiritual or values orientation; (k) Legal history and status; (l) Individual's perception of strengths/abilities related to potential for recovery (m) A clinical summary, with analysis of the assessment results, (n) Documentation of determination of placement utilizing a validated tool used for service determination (o) Doc. of appropriateness of level of care countersigned by the qual. professional or clinical supervisor.

SA Outpatient Cx Consent (65D-30.004 (12)(c)(6)) "Consent for Drug Screens: Informed consent for a drug screen, when conducted; If required by the circumstances pertaining to the individual's need for screening, or dictated by the standards for a specific component, individuals shall give informed consent for a drug screen."

SA Outpatient Cx Demographics (65D-30.004 (12)(c)(1)) Basic Demographics: Name and address of the individual receiving services and referral source;

SA Outpatient Cx Determ of Need (65D-30.0042 (1)(a)) Determination of Need and Eligibility for Placement. The condition and needs of the individual shall dictate the urgency and timing of screening; screening is not required if an assessment is completed at time of admission. All individuals presenting for services, voluntarily or involuntarily, shall be evaluated to determine service needs and eligibility for placement or other disposition. The person conducting the screening shall document the rationale for any action taken and the validated tool used for service determination.

SA Outpatient Cx Discharge (65D-30.0044 (a)) Discharge Summary. A written discharge summary shall be completed for individuals who complete services or who leave the provider prior to completion of services. The discharge summary shall include a summary of the client's individual's involvement in services and, the reasons for discharge, and the provision of and referral to other services needed by the individual following discharge, including aftercare. The discharge summary shall be completed within 15 business days and signed and dated by a primary counselor.

SA Outpatient Cx Medical History (65D-30.0042 (2)(a) & (2)(c)) Completed within 30 calendar days prior to or upon placement. The medical history shall be reviewed, signed and dated by the physician in accordance with the medical protocol established in subsection 65D-30.004(7), F.A.C. For the components identified in sub-subparagraph 2.c., the medical history shall be completed by the individual or the individual's legal guardian. For all components, the medical history shall be maintained in the clinical record and updated annually if an individual remains in treatment for more than one (1) year.

SA Outpatient Cx Miscellaneous (65D-30.004(18)) Referral: Treatment plan or treatment plan review determines whether Ancillary services are needed. If referral is needed, Provider links client to needed services and follows up on referrals. This should be coordinated by the primary counselor or other designated clinical staff serving as client's case manager. For Psychiatric & Medical Services, Providers shall develop formal agreements for such services & accommodate each client on a case by case basis.

SA Outpatient Cx Miscellaneous (65D-30.004(1)(c)(3)) Progress notes For intensive outpatient treatment and outpatient treatment, progress notes shall be recorded at least weekly or, if contact occurs less than weekly, notes will be recorded according to the frequency of sessions



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SA Outpatient Cx Orientation (65D-30.004(16)(b)) Information about the Provider's infection control policies & procedures;

SA Outpatient Cx Orientation (65D-30.0043(3)(b)) A description of services to be provided;

A copy of the individual's rights pursuant to chapter 397, part III, F.S.;

A summary of the facility's admission and discharge policies;

A copy of the service fee schedule, financial responsibility policy, and applicable fees;

Written rules of conduct for individual's served which shall be reviewed, signed, and dated;

A copy of the grievance process and procedure;

General information about infection control policies and procedures;

Limits of confidentiality;

Information on parental or legal guardian's access to information and participation in treatment

Information regarding advance directives which delineate the facility's position with respect to the state law and rules relative to advance directives.

SA Outpatient Cx Placement (65D-30.0042 (1)(d)) Individual placement information, including the signature of the person who recommended placement at the level of care;

SA Outpatient Cx Screening (65D-30.004 (12)(c)(2), 65D-30.0042 (1)) Screening information: If the screening is not completed by a qualified professional, then it shall be countersigned and dated by a qualified professional.

SA Outpatient Cx Transfer (65D-30.0044 (b)) TTransfer Summary. A transfer summary in accordance with policies and procedures shall be completed immediately for individuals who transfer from one (1) component to another within the same provider and shall be completed within 5 calendar days when transferring from one (1) provider to another. In all cases, an entry shall be made in the individual's clinical record regarding the circumstances surrounding the transfer and that entry and transfer summary shall be signed and dated by a primary counselor within 15 days.

SA Outpatient Cx Trx Plan (65D-30.0044(1)(b)(5)) For outpatient treatment, treatment plan reviews shall be completed every 90 calendar days for the first year and every six (6) months thereafter.

SA Outpatient Cx Trx Plan (65D-30.004(16)(c)) Either Initial Treatment or Treatment Plan shall be completed upon placement with: The plan shall include time frames for implementing services and is signed/dated by clinical staff & client.

SA Outpatient Cx Trx Plan (65D-30.004(17)(a)) Treatment plan to include:

Goals and related measurable behavioral objectives

Tasks involved in achieving those objectives

Type and frequency of services to be provided

Expected dates of completion.

Signed and dated by the person providing the service and client.

If staff is not a qualified professional, countersigned, and dated by a qualified professional within 10 calendar days of completion.

SA Outpatient Cx Trx Plan (65D-30.0044(1)(a)(6)) Treatment plan completed prior to or within 30 calendar days of placement



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SA Outpatient Cx Trx Plan (65D-30.0044(1)(a)) Each individual shall be afforded the opportunity to participate and be actively engaged in the development and subsequent review of the treatment plan. The treatment plan shall include goals and related measurable behavioral objectives to be achieved by the individual, the tasks involved in achieving those objectives, the type and frequency of services to be provided, and the expected dates of completion. The treatment plan shall be signed and dated by the person providing the service, and signed and dated by the individual. If the treatment plan is completed by other than a qualified professional, the treatment plan shall be reviewed, countersigned, and dated by a qualified professional within 10 calendar days of completion.

SA Outpatient Cx Weekly Services (65D-30.010(1) (a-d)) Services are to be identified in the treatment plan, which needs to include at least 1 weekly counseling session.