



FACT Clinical Records

1. 01 Ct. Eligibility (LSFHS ID 20) Does the client chart document DSM-5 diagnosis for eligibility (e.g., Schizophrenia Spectrum, Bipolar, Depressive, Anxiety, OCD/Related, Dissociative, Somatic Symptom, Personality Disorders)?
2. 02 Ct. Eligibility (LSFHS ID 20) Does the record show the participant meets at least one of the seven criteria for FACT enrollment (e.g., repeated crisis or hospitalizations, justice system involvement, referral from inpatient detox or SMHTF)?
3. 03 Ct. Eligibility (LSFHS ID 20) Does the record show the participant meets at least three of the six functional/behavioral characteristics (e.g., inability to maintain daily living tasks, unsafe housing, co-occurring SUD, destructive behavior, high-risk justice involvement)?
4. 05 Initial Assess (LSFHS ID 20) Is an initial assessment completed on the day of enrollment with documentation?
5. 07 Comp Assess (LSFHS ID 20) Is a comprehensive assessment completed within 60 days of enrollment with documentation?
6. 09 Comp Assess (LSFHS ID 20) Is there a psychiatric/social functioning history timeline completed within 120 days of enrollment with documentation?
7. 10 Recovery Plan (LSFHS ID 20) Is a comprehensive recovery plan completed within 90 days of enrollment with documentation?
8. 11 Comp Rec. Plan (LSFHS ID 20) Does the recovery plan identify: strengths, resources, needs, limitations, short/long-term goals with timelines, participant preferences, measurable objectives, and relevant life domains (housing, employment, ADLs, etc.)?
9. 14 Contact (LSFHS ID 20) Are contacts documented at least three times per week per participant, with at least 75% in the community?
10. Cx Asses. Update (LSF Contract) The team updated assessments at least annually and uses the updated assessments to update the recovery plan.
11. Cx Comp Rec. Plan (LSF Contract) The comprehensive recovery plan is reviewed and revised minimally every six months during planned meetings, unless clinically indicated earlier, by the treatment team and the participant.
12. Cx Ct. Eligibility (LSF Contract) The individual meets at least three of the following six characteristics:
 - o Inability to consistently perform the range of practical daily living tasks required for basic adult interactional roles in the community without significant assistance from others.
 - o Inability to maintain employment at a self-sustaining level or inability to consistently carry out the homemaker role (e.g., household meal preparation, washing clothes, budgeting or child-care tasks and responsibilities);
 - o Inability to maintain a safe living situation (repeated evictions, loss of housing, or no housing);
 - o Co-occurring substance use disorder of significant duration (greater than six months) or co-occurring mild intellectual disability;
 - o Destructive behavior to self or others; or
 - o High-risk of or recent history of criminal justice involvement (arrest and incarceration).



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13. Cx Demographics (LSF Contract ID) The clinical record should contain:

- 1) Referral information,
- 2) Reason(s) for admission,
- 3) Requests for past medical records,
- 4) Medications,
- 5) Service delivery,
- 6) Family information,
- 7) Clinical information.

14. Cx Dx (LSF Contract ID) Dx. Criteria

- The ct. moves outside of the area of the FACT team's responsibility;
- The ct. demonstrates an ability to perform successfully in major role areas over time without requiring assistance from the program and no longer requires this level of care;
- The ct. requests dx or chooses not to participate in services, despite the team's repeated efforts to develop a recovery plan acceptable to the ct.;
- The ct. has been admitted to a SMHTF and has remained in such facility for a period exceeding six months, and there is no anticipated date of discharge;
- The ct. has been adjudicated guilty of a felony crime and subsequently sent to a state or federal prison for a sentence that exceeds one year.
- The ct. was admitted to a nursing facility for long term care due to a medical condition, and there is no anticipated date of discharge.
- The ct. dies.
- The FACT team staff are unable to locate a participant for a period of 45 days.

15. Cx Dx Plan (LSF Contract) The team documented the discharge process in the participant's medical record, including:

- The reason(s) for discharge;
- The participant's status and condition at discharge;
- A final evaluation summary of the participant's progress toward the outcomes and goals set forth in the recovery plan;
- A plan developed in conjunction with the FACT participant for treatment upon discharge and for follow-up that includes the signature of the primary case manager, Team Leader, Psychiatrist, and the participant or legal guardian;
- Documentation of referral information made to other agencies upon discharge; and
- Documentation that the participant was advised he or she may return to the FACT team if they desire and space is available.

16. Cx Forensic (LSF Contract ID) Forensic consumers must meet the eligibility criteria described above and additionally, meet the following requirements:

- 1) A valid conditional release order.
- 2) Must have a court approved condition of release plan detailing supervision and mental health services for the defendant.
- 3) A conditional release plan shall include special provisions for residential care or adequate supervision of the defendant; provisions for FACT team mental health services; and if appropriate, recommendations for auxiliary service such as vocational training, educational services or special medical care.
- 4) The Fact team must send periodic reports to the court and LSF Health Systems regarding progress in treatment; and copies of the report must be sent to the State Attorney and the individual's attorney.

17. Cx Release of Info (65D-30.004(13)(c) 42 Code of Federal Regulations, Part 2.) Consent for Release of Information

- (1) Includes the specific name/program permitted to make the disclosure,
- (2) Name of the individual/organization to which the disclosure is to be made,
- (3) Purpose of the disclosure,
- (4) How much



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and what kind of information to be disclosed, (5) Signature of the client/legal guardian, date on which consent is signed, (6) Statement that the consent is subject to revocation at any time, (7) Date which consent will expire if not revoked before.

18. Cx Transfer (LSF Contract ID) Upon arrival, the receiving team shall review the participant's clinical records, conduct an initial assessment and admission process, assess the person's current medication regime, consult with the program psychiatrist and make a clinical determination as to the need to conduct a new comprehensive assess or develop a new recovery plan. Documentation of FACT team's attempt to contact the receiving FACT team to determine if they have capacity to accept the transfer and a date of transfer. Originating team must, with consent, send the receiving FACT team a comprehensive referral packet. Upon arrival, the receiving team shall review the participant's clinical records, conduct an initial assessment and admission process, assess the person's current medication regime, consult with the program psychiatrist and make a clinical determination as to the need to conduct a new comprehensive assessm or develop a new recovery plan.