



MH Outpatient & Case Management

1. Cx Assessment (LSFHS ID 62) Completed 30 days after intake and include the following with client input:
 - a. Presenting problem

2. Cx Assessment (LSFHS ID 62) Completed 30 days after intake and include the following with client input:
 - e. Involvement or need for involvement in social support systems

3. Cx Assessment (LSFHS ID 62) Completed 30 days after intake and include the following with client input:
 - d. Service agencies with whom the client has been involved

4. Cx Assessment (LSFHS ID 62) Completed 30 days after intake and include the following with client input:
 - c. Relationship with family members and significant others

5. Cx Assessment (LSFHS ID 62) Assessment is completed 30 days after intake and include the following with client input:
 - a. Current and potential strengths and problems
 - b. information from the intake and evaluation
 - c. Description of the client's current and potential strengths and problems, the client's family and friends, pertinent service agencies with whom the client has been involved, and other social support systems that may contribute to the course of treatment.

6. Cx Assess Trx Plan (LSFHS ID 62) Treatment Plan/Service Plan must be completed, and the actions specified in the plan must be initiated for each active client within 30 days after completion of intake.

7. Cx Client Record (LSFHS ID 62) Client Record includes:
Time-specific release of information, signed/dated by client/guardian, authorizing a designated the agency to receive the information

8. Cx Client Record (LSFHS ID 62) Client Record includes:
Legal status

9. Cx Client Record (LSFHS ID 62) Client Record includes:
Staff name who has primary responsibility of client

10. Cx client records (LSFHS ID 62) Client Record includes:
Marital status.

11. Cx Client Records (LSFHS ID 62) Client Record includes:
Sex.

12. Cx Client Records (LSFHS ID 62) Client Record includes:
Telephone number.

13. Cx Client Records (LSFHS ID 62) Client Record includes:
Address.



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14. Cx Client Records (LSFHS ID 62) Client Record includes:
Date of birth.

15. Cx Client Records (LSFHS ID 62) Client Record includes:
Guardian contact information for minor clients.

16. Cx Client Records (LSFHS ID 62) Client Record includes:
Referral source.

17. Cx Client Records (LSFHS ID 62) Client Record includes:
Race.

18. Cx Client Records (LSFHS ID 62) Client Record includes:
Client Name

19. Cx Progress Notes (LSFHS ID 62) Progress notes shall be prepared at least monthly for clients having a service or treatment plan unless documented otherwise. Content shall include:

1) Contact dates with client, family, friends, or service agencies;

20. Cx Progress Notes (LSFHS ID 62) Progress notes shall be prepared at least monthly for clients having a service or treatment plan unless documented otherwise. Content shall include:

2) Progress, or lack thereof, relative to the service plan or treatment plan

21. Cx Progress Notes (LSFHS ID 62) Progress notes shall be prepared at least monthly for clients having a service or treatment plan unless documented otherwise. Content shall include:

3) Modified service or treatment plan from changes in client's needs, resources, findings.

22. Cx Termination (LSFHS ID 62) If no contact over 90 days, file must be closed, unless service or treatment plan indicates less frequent contact. Reason for termination must be included.

23. Cx Termination (LSFHS ID 62) Termination report must be in the record within 4 weeks after official termination of services.

Termination Report shall include:

3) If there is a referral, a reason for the referral must be noted.

24. Cx Termination (LSFHS ID 62) Termination report must be in the record within 4 weeks after official termination of services.

Termination Report shall include:

1) Evaluation of impact of agency's services on client's goals or objectives.

25. Cx Termination (LSFHS ID 62) Termination report must be in the record within 4 weeks after official termination of services.

Termination Report shall include:

2) Date and signature of individual preparing report.

26. Cx Trx Plan (LSFHS ID 62) Completed 30 days after intake with the following goals and objectives with client input:

a. Achievable, observable, measurable.



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27. Cx Trx Plan (LSFHS ID 62) Completed 30 days after intake with the following goals and objectives with client input:
d. Incorporate needs and strengths from assessment

28. Cx Trx Plan (LSFHS ID 62) Completed 30 days after intake with the following goals and objectives with client input:
e. 1 goal for each treatment issue

29. Cx Trx Plan (LSFHS ID 62) Completed 30 days after intake with the following goals and objectives with client input:
g. If service is unavailable within the agency, Primary therapist must link client to appropriate agencies.

30. Cx Trx Plan (LSFHS ID 62) Completed 30 days after intake with the following goals and objectives with client input

31. Cx Trx Plan (LSFHS ID 62) Completed 30 days after intake with the following goals and objectives with client input:
c. Actions needed to attain the goals and staff responsible.