

Problem List Instructions

REQUIRED FORM:

A Problem List is a required document within the client file.

WHEN:

Programs are required to develop and adhere to policies and procedures regarding completion of problem lists within reasonable timelines.

Providers shall add or remove problems from the problem list when there is a relevant change to the client's condition.

COMPLETED BY:

To be completed jointly by LPHA, Counselor, Peer Specialist, or other provider acting within their scope of practice based upon the information obtained during the initial intake, ongoing assessment, and treatment sessions with the client.

REQUIRED ELEMENTS (do not leave any blanks):

- **Code:** Diagnostic code or Z code identified by a provider acting within their scope of practice. Diagnosis-specific specifiers from the current DSM shall be included with the diagnosis when applicable.
- **Description:** Diagnostic label or brief description of problems identified by the provider or other providers acting within their scope of practice; and/or problems or illnesses identified by the client and/or significant support persons.
- **Start Date:** Date the problem was identified or added.
- **End Date:** Date the problem was completed, ended, resolved, or removed.
- **Identified by/Ended by:** The name and title of the provider that identified, added, or ended, resolved, or removed the problem.