

**Date:** August 16, 2019  
**CYF Memo:** #07 - 19/20  
**To:** Short Term Residential Therapeutic Program (STRTP) Mental Health Treatment Providers  
**From:** Yael Koenig, CYF Deputy Director  
**Re:** **STRTP Forms - Effective July 2019**

In an effort to support STRTP programs to meet the requirements in the Department of Health Care Services (DHCS) Interim Mental Health Program Approval Protocol, BHS CYF created documentation templates available on the Optum Website and reflected in the Uniform Clinical Record Manual. This Memo serves as a summary of the individually released mandated forms which include:

- **Admission Statement** - Per DHCS requirements all clients in a STRTP must have an Admission Statement completed and signed by the Head of Service within 5 calendar days of arrival at the STRTP. *Released June 24, 2019.*
- **Medication Progress Note Templates** – The medication progress note templates for Service Codes 24-28 were updated to meet DHCS requirements for STRTPs. A progress note template titled “STRTP Meds Not Prescribed” for Service Code 11 was developed to document a “Medication Evaluation Progress Note – Service” when a medication evaluation occurs for a child that is not prescribed medication. *Released June 24, 2019.*
- **Behavioral Health Assessment (BHA)** – The BHA was updated to include help text assisting STRTPs to meet all DHCS requirements. *Released June 24, 2019.*
- **Transition Determination Plan** – The Transition Determination Plan is completed for each client in the STRTP within 5 calendar days prior to discharge from the STRTP (done prior to aftercare, when applicable). A copy of the Transition Determination Plan is offered to the client, parent/caregiver or guardian, and placing agency representative. Signatures from the client and parent/caregiver/guardian are documented on the hard copy signature page. *Released June 24, 2019.*
- **STRTP Discharge Summary** – The STRTP Discharge Summary is completed for each client in the STRTP within 7 calendar days after discharge from the STRTP and is a companion to the Transition Determination Plan. The STRTP Discharge Summary has a tab pre-populated with the Transition Determination Plan, which can be updated as needed upon completion of the STRTP Discharge Summary. For youth who transition to STRTP aftercare, the STRTP Discharge Summary is completed upon conclusion of aftercare. *Released July 12, 2019.*
- **Interim Intensive Service Request (ISR)\*** – The Interim ISR was updated to include a section to document the STRTP requirements for Clinical Review Report and Transition Determination. ISRs need to be completed every 90 calendar days for each child residing in an STRTP. ISRs requesting Day Rehab services (which require authorization), are reviewed by Optum. ISRs requesting continued Outpatient services are reviewed by the BHS CCR team. *Released July 1, 2019 (Outpatient); Released July 3, 2019 (Day Rehab).*

*\*New DHCS pre-authorization requirements outlined in MHSUDS Information Notice.: 19-026 will result in an updated process and a new **Intensive Service Request (ISR)** form, expected to be released by September 2019.*

Programs complete the forms/templates electronically in CCBH within the required timelines.

For questions, please contact your COR or Seth Williams, Behavioral Health Program Manager for Continuum of Care Reform at [SethWilliams@sdcounty.ca.gov](mailto:SethWilliams@sdcounty.ca.gov) or 858-584-3042.

CC: Optum San Diego  
County of San Diego BHS Quality Management & Management Information Systems