UNIFORM CHART ORDER

CHILDRENS MENTAL HEALTH SERVICES

**Section 1 CLIENT DATA** –

***Completed electronically and stored in CCBH***

Client Information Face Sheet

Discharge Summary

Demographic Form

***Completed on paper and stored in the paper chart***

Client Assignment Form

**Section 2 ASSESSMENTS** -

 ***Completed electronically and stored in CCBH***

Behavioral Health Assessment

Problem List

 Initial Screening Form

 Safety Alerts

 High Risk Assessment

 Diagnosis Form

 STRTP Admission Statement

 STRTP Transition Determination Plan

***Completed on paper and stored in the paper chart***

Psychological Testing and Evaluations

**Section 3** **OUTCOME EVALUATIONS** -

***Completed on paper and stored in the paper chart***

 CANS

 PSC-35

 UM Request and Authorization

 Youth Transition Self Evaluation

 Transitional Youth Referral Plan (Optional)

**Section 4 PLANS -**

***Completed electronically and stored in CCBH***

Client Plan

Case Management/Peer Support Services Client Plan Progress Note

Therapeutic Behavioral Services Client Plan

***Completed on paper and stored in the paper chart***

My Safety Plan

Day Treatment Client Plan

**Section 5 UM/UR REQUEST/AUTHORIZATIONS** –

***Completed on paper and stored in the paper chart***

Prior Authorization Day Services Request (DSR)

Intensive Home-Based Services Prior Authorization Request (IHBS)

Therapeutic Behavioral Services Prior Authorization Request and Referral (TBS)

Therapeutic Foster Care Prior Authorization Request (TFC)

**Section 6 PROGRESS NOTES**  –

***Completed electronically and stored in CCBH***

All progress notes used to document a service

***Completed on paper and stored in the paper chart***

Day Program – Progress Note

All progress notes used to document a service for individuals not yet in CCBH

Service Records may be filed in this section or kept in a separate confidential location – minimum 7 years

**Section 7 MEDICAL**-

***Completed electronically and stored in CCBH***

Psychiatric Assessment

Medical Conditions

Vital Signs

All Medication Information

***Completed on paper and stored in the paper chart***

####  Informed Consent for the Use of Psychotropic Medications (or Ex Parte)

 Application & Order for Authorization to Administer Psychotropic Medication – Juvenile JV220

 Laboratory Reports

Physician’s Order Form

## Child/Youth History Questionnaire (Optional)

 Advance Directive Advisement (Adult clients and emancipated minors)

 Advance Directive (when provided)

 Coordination with Primary Care Physician and Behavioral Health Services Form

**Section 8 ADMINISTRATIVE/LEGAL (for county programs)** –

***Completed on paper and stored in the paper chart***

### Consent for Mental Health Services

 Dependents: Consent for Treatment – Parent

 Ex-parte or Court Order

 Authorization to Use or Disclose Protected Health Information

 Dependents: Authorization to Use or Disclose Protected Health Info.

 Ex-parte or Court Order

 Authorization for Use or Disclosure of Health Information to School Districts

 Request for Access and/or Copy of Protected Health Information

### Client Financial Information

 Acknowledgment of Receipt (County NPP)

Treatment Record Requests

Notice of Privacy Practices Acknowledgement

**Section 9 PATHWAYS TO WELL-BEING** –

 ***Completed electronically and stored in CCBH***

Pathways to Well-Being Eligibility Determination Review

 ***Completed on paper and stored in the paper chart***

Pathways Teaming Standards Form

Pathways Progress Summary Action Plan

 Pathways Progress Report to Child Welfare Services

 CFT Referral Form

**Section 10 INTERAGENCY REPORTS**-

***Completed on paper and stored in the paper chart***

**Section 11 SCHOOL REPORTS**-

***Completed on paper and stored in the paper chart***

**Section 12 CORRESPONDENCES**-

***Completed on paper and stored in the paper chart***

 Correspondence Received

 Correspondence Sent Out

**Section 13 PREVIOUS TREATMENTS**-

***Completed on paper and stored in the paper chart***

Past SDMHS System Treatment Services

Previous Treatment Records

Residential Placements

\*\*When CCBH is down, or there are new staff, completion of CCBH required assessments and forms will be on paper and stored in the appropriate section of the chart. These paper forms can be found on Optum WebSite in the UCRM Tab.