

IBHIS – New System Templates for COVID-19

In order to assist practitioners in their documentation related to COVID-19 practices, new System Templates have been created in IBHIS. These System Templates are available in the following forms in their noted respective fields:

For all **Progress Notes**, the following two templates are available in the Progress Note Text field:

1. COVID-19 Telehealth System Template:

Due to recommendations from public health agencies regarding social distancing guidelines related to COVID-19, this service was provided via telehealth. The plan for dealing with an emergency during the session will depend on the nature of the situation (e.g., practitioner will: call 911, contact an identified emergency contact, contact PMRT, etc.). Client is aware and agrees to this plan.

2. COVID-19 Telephone System Template:

Due to recommendations from public health agencies regarding social distancing guidelines related to COVID-19, this service was provided via telephone. The plan for dealing with an emergency during the session will depend on the nature of the situation (e.g., practitioner will: call 911, contact an identified emergency contact, contact PMRT, etc.). Client is aware and agrees to this plan.

*NOTE:

The Crisis Evaluation Progress Note has the above two templates available in both the Progress Note Text field and the 'Safety & Plan' field.

The Scheduled Group Progress Note has the above two templates available in both the Group Default Note Text field and the Group Progress Note Text field

For the **DMH Treatment Plan** form, the following template is available in the Justification / Explanation field:

3. COVID-19 Verbal Agreement System Template:

Client understands and verbally agreed to the plan but is not able/available to sign due to procedures in place in response to COVID-19 public health emergency.

For the **Medication Consent & MSS Treatment Plan** form, the following template is available in the Justification / Explanation field:

4. COVID-19 Verbal Consent System Template:

Client understands the above information and has verbally consented to the medication(s) and has verbally agreed to the plan but is not able/available to sign due to procedures in place in response to COVID-19 public health emergency.

For the new electronic **Client Consents/Acknowledgements** form, the following template is available in the Comments field:

5. COVID-19 Verbal Consent System Template:

Client has verbally consented but is not signing this Consent/Acknowledgement due to social distancing procedures in place in response to the COVID19 public health emergency.

Progress Notes

PROGRESS NOTE

Note Type
Progress Note

Progress Note Text

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Delete Delete
SpellCheck F7
Select All Ctrl+A
System Templates
User Defined Templates
Widget Templates

When your cursor is in the Progress Note Text field, **RIGHT CLICK** and select **System Templates**

Draft/Final
 Draft Final

SUBMIT THIS PROGRESS NOTE

PROGRESS NOTE

Note Type
Progress Note

Progress Note Text

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Delete Delete
SpellCheck F7
Select All Ctrl+A
System Templates
User Defined Templates
Widget Templates

COVID-19 Telehealth
COVID-19 Telephone
GIRP

Select the appropriate template –
COVID-19 Telehealth
or
COVID-19 Telephone

Draft/Final
 Draft Final

SUBMIT THIS PROGRESS NOTE

PROGRESS NOTE

Note Type
Progress Note

Progress Note Text

...and the below template appears! You would then go on to document the service that you provided.

Due to recommendations from public health agencies regarding social distancing guidelines related to COVID-19, this service was provided via telephone. The plan for dealing with an emergency during the session will depend on the nature of the situation (e.g., practitioner will: call 911, contact an identified emergency contact, contact PMRT, etc.). Client is aware and agrees to this plan.

Draft/Final
 Draft Final

SUBMIT THIS PROGRESS NOTE

If you already have information in the text field and then select a template, you will get this pop up message...

myAvatar 2019 - COVID-19 Telephone

There is currently information within this text box. The template can either replace the current information or can be appended to the current information.

Replace **Append** **Cancel**

Replace: BE CAREFUL!
If you select this button, then it will delete all of the information in your text field and replace it with the selected template

Append: If you select this button, then it will simply add the template to the existing information in your text field.

Cancel: If you select this button, then it closes the pop up message and takes you to your text field.

Progress Note Text

Writer called client for her scheduled appointment to strengthen problem solving skills and improve...

Draft/Final
 Draft Final

SUBMIT THIS PROGRESS NOTE

DMH Treatment Plan

1	Role	Staff ID	Participant Name	Notification	Treatment Plan Participant Authorization	Signature on File
	1. Client (1)		Jen Test	No (N)	Sign	

Client/Legal Representative was offered a copy of the plan

Yes
 No

Did the client/legal representative accept/decline a copy of the plan?

Accept
 Decline

▼ Reason for lack of client/legal representative signature (Only applies to rare situations)

Client/Legal Representative Participation

Client/Other Refused/Unable to Sign
 Client/Other is Unavailable to Sign

Justification/Explanation

When your cursor is in the Justification/Explanation field, **RIGHT CLICK** and select **System Templates** and select **COVID-19 Verbal Agreement**

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Delete
SpellCheck F7
Select All Ctrl+A
System Templates
User Defined Templates
Widget Templates

COVID-19 Verbal Agreement

1	Role	Staff ID	Participant Name	Notification	Treatment Plan Participant Authorization	Signature on File
	1. Client (1)		Jen Test	No (N)	Sign	

Client/Legal Representative was offered a copy of the plan

Yes
 No

Did the client/legal representative accept/decline a copy of the plan?

Accept
 Decline

▼ Reason for lack of client/legal representative signature (Only applies to rare situations)

Client/Legal Representative Participation

Client/Other Refused/Unable to Sign
 Client/Other is Unavailable to Sign

Justification/Explanation

Client understands and verbally agreed to the plan but is not able/available to sign due to procedures in place in response to COVID-19 public health emergency

...and the below template appears!

Medication Consent & MSS Treatment Plan

Medication Consent and Treatment Plan Signatures

Please specify language if other than English

Signatures

- Client Signature Only
- Parent/Legal Rep. Signature ONLY
- Client and Parent/Legal Rep. Signatures
- Parties Refused/Unable to Sign

Justification / Explanation

Client signature

Parent/Legal Guardian/Conservator Signature

Get Signature

Get Signature

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Delete
Delete
SpellCheck F7
Select All Ctrl+A
System Templates
User Defined Templates
Widget Templates

COVID-19 Verbal Consent

When your cursor is in the Justification/Explanation field, **RIGHT CLICK** and select **System Templates** and select **COVID-19 Verbal Consent**

Medication Consent and Treatment Plan Signatures

Please specify language if other than English

Signatures

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- Parent/Legal Rep. Signature ONLY
- Client and Parent/Legal Rep. Signatures
- Parties Refused/Unable to Sign

Justification / Explanation

Client signature

Parent/Legal Guardian/Conservator Signature

Get Signature

Get Signature

...and the below template appears!

Client understands the above information and has verbally consented to the medication(s) and has verbally agreed to the plan but is not able/available to sign due to procedures in place in response to COVID-19 public health emergency.

Client Consents/Acknowledgements

Consent/Acknowledgement Type (E-Signatures & Verbal Consent)

- Consent for Services
- Consent for Minor
- Consent for E-mail
- Caregiver Authorization Affidavit
- Consent to Photograph/Audio Record
- Consent for Tele-psychiatric Services
- Consent for Observation
- Acknowledgement of HIPAA Privacy Notice
- Advanced Healthcare Directive Notice
- Beneficiary Acknowledgment of Receipt
- Consent for Secure Text Msg/Video Chat

If Client is a minor, Consent for Minor needs to be submitted first prior to Consent for Services

Reminder: Click Submit before proceeding to the next Consent/Acknowledgement form
Otherwise, data entered will be lost

Signature Type

- Client Signature Only
- Parent/Legal Rep. Signature Only
- Client and Parent/Legal Rep. Signatures
- Parties Refuse to Sign
- Unable to Sign / Verbal Consent

Client Signature _____

Responsible adult's relationship to Client _____

Comments (explain below)

I attest that Client and/or Representative is a minor

Yes No

Signator was given a copy of this Consent/Acknowledgement

Yes No

gave verbal consent/acknowledgement

System Templates

- COVID-19 Verbal Consent
- User Defined Templates
- Widget Templates

When your cursor is in the Comments field, **RIGHT CLICK** and select **System Templates** and select **COVID-19 Verbal Consent**

Consent/Acknowledgement Type (E-Signatures & Verbal Consent)

- Consent for Services
- Consent for Minor
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- Parties Refuse to Sign
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Client Signature _____

Responsible adult's relationship to Client _____

Comments (explain below)

I attest that Client and/or Representative is a minor

Yes No

Signator was given a copy of this Consent/Acknowledgement

Yes No

Parent/Legal Guardian/Conservator Signature _____

Client has verbally consented but is not signing this Consent/Acknowledgement due to social distancing procedures in place in response to the COVID-19 public health emergency.

...and the below template appears!