

The following Clinical Forms have been created, updated or discontinued and the [Clinical Forms Inventory](#) has been updated accordingly. If you have any questions regarding this Bulletin, please contact your QA Liaison.

**NEW FORM(S):**

<b>MH 711 – Day Treatment Intensive Daily Note</b>		<b>PURPOSE:</b>
IBHIS Form (DO ONLY):	N/A	<ul style="list-style-type: none"> <li>For practitioners to document the daily summary of activities, interventions, and client participation for clients currently receiving services from Day Treatment Intensive (DTI) Programs</li> <li>The paper form provides a sample of what a DTI Daily Note may look like</li> </ul>
Revision Date:	03/24/17	<b>REFERENCES/INSTRUCTIONS:</b>
Type of Form (LE ONLY):	Required Data Elements	
Implementation:	For DO: N/A For LE: N/A	<ul style="list-style-type: none"> <li>Daily progress notes are required for DTI programs</li> <li>Refer to the Organizational Provider’s Manual for specific required data elements</li> </ul>
<b>MH 712 – Day Treatment Intensive Weekly Clinical Summary</b>		<b>PURPOSE:</b>
IBHIS Form (DO ONLY):	N/A	<ul style="list-style-type: none"> <li>For practitioners to document the weekly summary of mental health interventions, client status, and plan for clients currently receiving services from Day Treatment Intensive (DTI) Programs</li> <li>The paper form provides a sample of what a DTI Weekly Clinical Summary may look like</li> </ul>
Revision Date:	03/24/17	<b>REFERENCES/INSTRUCTIONS:</b>
Type of Form (LE ONLY):	Required Data Elements	
Implementation:	For DO: N/A For LE: N/A	<ul style="list-style-type: none"> <li>Weekly clinical summary is required for DTI programs</li> <li>Refer to the Organizational Provider’s Manual for specific required data elements</li> </ul>
<b>MH 723 – Day Rehabilitation Weekly Progress Note</b>		<b>PURPOSE:</b>
IBHIS Form (DO ONLY):	N/A	<ul style="list-style-type: none"> <li>For staff and practitioners to document the weekly summary of services, activities, mental health interventions, client participation, status, and plan for clients currently receiving services from Day Rehabilitation (DR) Programs</li> <li>The paper form provides a sample of what a DR Weekly Progress Note may look like</li> </ul>
Revision Date:	03/24/17	<b>REFERENCES/INSTRUCTIONS:</b>
Type of Form (LE ONLY):	Required Data Elements	
Implementation:	For DO: N/A For LE: N/A	<ul style="list-style-type: none"> <li>Weekly progress notes are required for DR programs</li> <li>Refer to the Organizational Provider’s Manual for specific required data elements</li> </ul>

**UPDATED FORMS(S): None**

**OBSOLETE FORM(S): None**

*The Clinical Forms Bulletin is utilized to announce changes to clinical forms and data elements that are needed to capture clinical documentation within the Los Angeles County Department of Mental Health (LACDMH). The Bulletin will identify any new, updated or obsolete clinical forms. The term “clinical forms” is used to describe either a paper clinical document within a paper Clinical Record OR a set of data elements within an electronic Clinical Record. All “clinical forms” must be available upon chart review/audit.*

**NOTE:** This Bulletin does not address requirements for electronic billing and/or reporting. Contractors should refer to the 837 Companion Guide or WebServices Guide for a complete listing of electronic data transfer requirements.

- All Directly-Operated Providers must utilize clinical forms approved by the QA Division. The Integrated Behavioral Health Information System (IBHIS) has incorporated clinical forms, when appropriate, and has been updated to reflect the changes noted on this Bulletin.
  - All Contract Providers must utilize clinical forms in a manner defined by the designation of the clinical form within the Clinical Forms Inventory.
    - Required Data Element: Must maintain all required data elements of the form and have a method for producing a paper form or electronic report with all the required data elements
    - Required Concept: Must have a method of capturing the specific category of information indicated by the title and data elements of the form
    - Ownership: Must have a method for complying with all laws/regulations encompassed by the form
- DMH Policy 401.02: Clinical Records Maintenance, Organization, and Content*

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