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Announcements

**Next Mandatory Keeper of Records Meeting:**

Wednesday, March 31, 2010      9:00am - 12:00pm      2nd Floor Conference Room-550 S. Vermont

## UPDATED CLINICAL RECORD FORMS

REVISED FORMS AVAILABLE ON INTERNET

(<http://dmh.lacounty.gov/>—see Administrative Forms or Clinical Forms)

The following form has been revised and placed on-line in PDF fillable format for use by **Directly-Operated Programs and Contract Agencies:**

- MH 224A Client Face Sheet-Required for both Directly-Operated and Contract Agencies.

**Important Revisions to the Client Face Sheet:**

- ♦ Shaded portions of the form for Directly-Operated to identify required portions to be completed during the triage process
- ♦ Fields noted by an asterisk have corresponding codes (see the Client Face Sheet list of codes attached)
- ♦ Added Fields (Children in the Home, Dependents in the Home, Insurance Information)
- ♦ Clarified Phone Number section (home, cell, work)
- ♦ Renamed Primary Contact fields to "SFPR Name" and "Primary Contact Name"
- ♦ Added statement noting that Emergency Contacts are only to be contacted in documented emergency situations

**Implementation:**

- ♦ Directly-Operated: Immediately
- ♦ Contract: Within 6 months of the date of this Bulletin

The following forms have been revised and placed on-line for use by **Directly-Operated programs.** See QA Bulletin 09-11 regarding changes to the Daily Service Log and Group Service Log.

- MH 225DO Daily Service Log
- MH 214DO Group Service Log

In addition, for those **Directly-Operated Programs that are using NCR forms**, the NCR Progress Note and Medication Notes have been updated with the same additional information as the Daily Service Logs and are available in the DMH Warehouse. By popular request, the NCR forms have been made PDF fillable on-line and are available for use; the claiming information will be automatically placed on a duplicate page to print out and give to data entry staff, similar to the carbon portion of the NCR form. In addition, due to confusion as to where to list "Date of Service" on the NCR Progress Note, a date of service field has been added to the form on-line and will be added to the next printing of the NCR Progress Note available in the warehouse. Please see the Question and Answer portion of this Bulletin regarding where to put "Date of Service" on the NCR Progress Note from the warehouse prior to revised forms being available.

**Implementation for Directly-Operated:** See QA Bulletin 09-11

### DO YOU KNOW THE ANSWERS TO THESE QUESTIONS?

1. What do we do with a child's artwork? Place it in the Clinical Record?
2. Does a client's attorney hold privilege and have access to his/her client's information?
3. Where do I put the date of service on the NCR Progress Note form?

CLINICAL RECORDS BULLETIN







The following forms may be used by **Contract Agencies** if they choose. The form is not required; however, the data elements on the form are required according to the situations set forth in QA Bulletin 09-11.

- MH 225C Daily Service Log for Contract Agencies
- MH 225I 24 Hour (Mode 5) Service Log
- MH 214C Group Service Log for Contract Agencies

**Implementation for Contract Agencies:** See QA Bulletin 09-11

For the programs required to collect outcomes measures through OMA, the following **Outcome Measures Application (OMA) Forms** have now been placed on-line in a PDF fillable format for use by **Directly-Operated Programs**. **Contract Agencies** may use the forms if they choose. Please note that while forms are available for Outcome Measures, the data elements must be entered into the OMA on-line.

MH 662 - Outcome Measures-Field Capable Clinical Services	MH 663 - Outcome Measures-FCCS: 2nd Year and Later
MH 682 - Outcome Measures-Child Baseline	MH 683 - Outcome Measures-Child Key Event Change
MH 684 - Outcome Measures-Child Three Month	MH 685 - Outcome Measures-TAY Baseline
MH 686 - Outcome Measures-TAY Key Event Change	MH 687 - Outcome Measures-TAY Three Month
MH 688 - Outcome Measures-Adult Baseline	MH 689 - Outcome Measures-Adult Key Event Change
MH 690 - Outcome Measures-Adult Three Month	MH 691 - Outcome Measures-Older Adult Baseline
MH 692 - Outcome Measures-Older Adult Key Event Change	MH 693 - Outcome Measures-Older Adult Three Month

**Implementation:**

- Directly-Operated: Immediately and placed in the Assessment section of the Clinical Record
- Contract: Forms are not required; entry of data elements into OMA continues to be required

Any questions regarding this form and its use should be directed towards Jennifer Eberle at (213) 738-3770.

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|------------------------------|------------------------------|-----------------------------|
| c: Executive Management Team | DMH QA Staff and SA Liaisons | Revenue Management Division |
| District Chiefs              | DMH Provider Record Keepers  | Compliance Program Office   |
| Program Heads                | ACHSA                        |                             |

**I KNOW THE ANSWERS TO THOSE QUESTIONS!**

1. A child's artwork can be filed in the "Correspondence" section of the clinical record if the provider determines that the artwork is integral to the client's assessment and/or treatment. It is considered good practice to have the provider initial and date the backside of the artwork to be filed in the record. Once in the Clinical Record, it follows all rules of disclosure.
2. A client's attorney does not automatically hold this privilege. In order to release client information to the client's attorney, the attorney must produce either a Court Order stating that the attorney has this privilege or a HIPAA compliant authorization signed by the client or client's legal guardian/representative as designated by the Court.
3. On the content portion of the note, start with "Date of service x/x/xxxx" then in the claiming body of the note, anywhere there is room, write "date of service x/x/xxx". The NCR Progress Note form in the warehouse will be updated with a field for date of service at the next revision.