

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

No.: 1372
Issued: 01/06/15
Post Until: 02/06/15

SUBJECT: DOCUMENTING ENTRIES INTO CLINICAL SERVICES SYSTEM (CSS)

In an effort to better align Functional Family Probation (FFP) case management services to greater accountability and fidelity to the program model, all FFP staff members will be trained in the application of Clinical Services System (CSS) Documentation. The CSS case notes can readily be applied from Probation Case Management System (PCMS) case notes. The PCMS expectation/standard remains the same as with all existing duties outlined in the FFP Tasks and Standards.

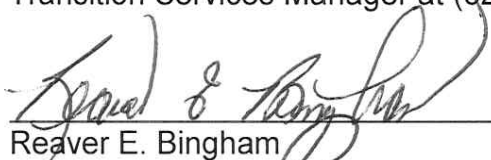
The enhanced FFP CSS documentation is set forth by Functional Family Therapy (FFT) Incorporated and has been in use by the Probation Department's FFT program since the year 2012. Upon completion of training, the FFP DPO will be expected to meet the FFP CSS documentation standard as follows:

- 100% (percentage based on 20 cases) of all assigned cases are to be entered in CSS within 7 days of receiving case email or 7 days from placement release date
- 100% of 1st session notes need to be entered in CSS within 7 days of 1st session
- 90% of all case notes need to be entered prior to the next session, not to exceed 7 days (FFT Incorporated recommends that case notes are entered within 48 hours of each session)
- 90% of all sections of each case note are to be completed prior to the next session, not to exceed 7 days
- 90% of all no-shows should be documented in CSS as a missed session
- 90% of all contacts (based on average of 24 sessions) conducted on each case are to be entered in CSS
- 90% of closing cases in CSS are to be completed in CSS within 7 days of the last session
- Closing a case in CSS includes inputting a final case note

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

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If you have questions regarding this Directive, please contact the Placement Community Transition Services Manager at (323) 357-5226.



Reaver E. Bingham
Deputy Chief, Field Services