**EUR GENERAL TOOL**

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| Member Name: Click or tap here to enter text. | Member ID: Click or tap here to enter text. | U.R. Date: Click or tap here to enter text. |
| Provider and Program: Click or tap here to enter text. | | Reviewer Name: Click or tap here to enter text. |
| Review Period: Click or tap here to enter text. | | Intake/First Medi-Cal Billable Service: Click or tap here to enter text. |
|  | | Enrollment Date: Click or tap here to enter text. Discharge Date (if applicable): Click or tap here to enter text. |

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| **A** | **CSI:** **CLIENT INFORMATION (CLIENT)/ CSI STANDALONE COLLECTION / SPECIAL POPULATION/TIMELY ACCESS DATA TOOL** | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| A1 | Update CSI information | Expectation that all CSI information is completed (race, ethnicity, preferred language, etc.) within the CSI Standalone Collection (Client). |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| A2 | Special Populations Screen | Expectation that special populations associated with the member are documented within the Special Populations Screen.  This screen gathers special populations such as: Foster Care, ICC/IHBS, Katie A, Presumptive Transfer, AOT, Probation, TFC, Homelessness, Housed. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| A3 | TADT | Verify that the forms were completed:  -MH-Non-Psychiatric SMHS Timeliness  -MH Psychiatric SMHS Timeliness (if applicable) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |

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| **B** | **CLIENT CONTACTS: CLIENT INFORMATION (CLIENT)** **/ COORDINATION OF CARE** | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| B1 | Family/ Significant Support Person(s) | Include the name of one family member/ significant support person(s), and their contact information (telephone number, etc.). |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| B2 | Professional Contacts | Include the name, address, and phone number of PCP/GMC or alternative healer. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **C** | **SCANNING (MY OFFICE)** **/COLLATERAL INFORMATION** | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| C1 | Consent to Treat | Required at start of service. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| C1a | Informed Consent | Obtain new informed consent any time there is a substantial change in treatment. (This may be found within the consent to treat form.) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| C2 | Telehealth Consent | If Telehealth or Telephone service(s) were provided: The health care provider must document in the patient record the provision of the following information and the patient’s verbal or written acknowledgment that the information was received.  a) The provider is required to confirm consent for the telehealth or telephone service, in writing or verbally, at least once prior to initiating applicable health care services via telehealth to a Medi-Cal beneficiary:  b) An explanation that beneficiaries have the right to access covered services that may be delivered via telehealth through an in- person, face-to-face visit;  c) An explanation that use of telehealth is voluntary and that consent for the use of telehealth can be withdrawn at any time by the Medi-Cal beneficiary without affecting their ability to access covered Medi- Cal services in the future;  d) An explanation of the availability of Medi-Cal coverage for transportation services to in-person visits when other available resources have been reasonably exhausted; and the  e) Potential limitations or risks related to receiving services through telehealth as compared to an in- person visit, to the extent any limitations or risks are identified by the provider. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| C3 | Acknowledgement of Receipt | Required to be fully completed and signed by the member and legal or personal representative, if applicable, at start of services and annually thereafter, with all applicable boxes checked. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| C4 | Accounting of Disclosure Form | Required, even if blank, and completed for unauthorized disclosures such as CPS/DCFAS. APS, State Audits, etc. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| C5 | ROI’s | ROI’s must be completed in full with signatures and no blank fields; updated annually. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| C6 | Informed Consent for Treatment with Psychotropic Medications | Look for a notation that informed consent to antipsychotic medications has been discussed with the member and that the member understands the nature and effect of antipsychotic medications, and consents to the administration of those medications or a JV-217 through JV-224 for each medication prescribed. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| C7 | Initial Intensive Care Coordination – Child and Family Team (ICC-CFT) | If applicable, verify that an ICC-CFT occurred within 60 days of eligibility determination. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| C8 | ICC-CFT Timeliness | If applicable, verify that an ICC-CFT occurred every 90 days at minimum. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| C9 | DHCS Transition of Care Tool | For clients who have been discharged and have a discharge reason of referred to one of the MCPs – Aetna, Anthem Blue Cross, Health Net, Molina, or Kaiser: Verify evidence that the statewide tool was used to make level of care decisions or delivery system decisions. Fax and scan into EHR. . Check NA for clients who are open or who are discharged to somewhere other than an MCP. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **D** | **DIAGNOSIS DOCUMENT (CLIENT)/ CLIENT CLINICAL PROBLEMS (CLIENT) (PROBLEM LIST) Diagnosis Date:**Click or tap here to enter text. | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| D1 | Access to SMHS | Verify if client has a CMS-approved ICD-10 diagnosis code. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| D2 | Medical Necessity for SMHS | Post Assessment: Verify if client has an ICD 10 and a DSM 5 diagnosis. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| D3 | Substance Use Disorder (SUD) Dx. | If a substance use diagnosis exists, it may be secondary to the primary mental health diagnosis. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| D4 | ICD 10 and DSM 5  Updates | Verify that when clinically appropriate, the ICD 10 and a DSM 5 diagnosis has been updated as well as at discharge. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| D5 | Problem List: Accurate | Problem List reflects the member’s concerns, how long the issue has been present, and track the issue over time, including its resolution. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| D6 | Problem List: Scope of Practice | Diagnoses/Problem identified by a provider acting within their scope of practice, if any.  Include diagnostic specifiers from the DSM if applicable. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| D7 | Problem List: Inclusive | Problems or illnesses identified by the member and/or significant support person, if any. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| D8 | Problem List: Name and Title | The name and title of the provider that identified, added, or removed the problem, and the date the problem was identified, added, or removed. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **E** | **CALAIM ASSESSMENT Date completed:**Click or tap here to enter text. | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| E1 | Initial CalAIM Assessment | Verify that per best practice, the Initial CalAIM Assessment was finalized within 90 days of assignment to the provider, unless there is documentation of any issues (i.e., acuity, homelessness, difficulty with engagement) that prove to be a barrier to completion. Initial assessments are finalized as expeditiously as possible, in accordance with each member’s clinical needs and generally accepted standards and best practice. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E2 | Update Assessment | Verify that per best practice, the Updated CalAIM Assessment was completed within the staff’s clinical discretion (reasonable and in accordance with generally accepted standards of practice.) See CANS, PSC-35 and ANSA for documentation expectations for the updated assessment. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E3 | Domain #1: Description of current presenting reasons | Review the symptoms, behaviors, and impact of problem on person in care documented to support medical necessity. May include the duration, severity, context and cultural understanding of the problem(s). May include the onset of symptoms, severity and other significant changes affecting daily activities/functioning in important areas of life (history of presenting reasons). |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E4 | Domain #1: Current Mental Status | Documentation of the members' current mental status at the time of the assessment. May include detailed observations regarding the member's appearance, speech, attitude, behavior, mood, and affect. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E5 | Domain #1: Beneficiary-Identified Impairment(s) | Documentation of level of impairment in functioning such as, level of distress, disability, or dysfunction in one or more important areas of life functioning as well as protective factors related to functioning. Functioning should be considered in a variety of settings, including at home, in the community, at school, at work and with friends or family. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E6 | Domain #2: Trauma Information | Documented assessment of traumatic incidents, the person in care’s reactions to trauma exposures and the impact of trauma. Considered trauma exposures, trauma reactions, any information gathered from trauma screenings and system involvement. If relevant, assessment includes detailed information regarding history or exposure to trauma, including all trauma symptoms or behaviors, particularly if trauma is impacting current functioning. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E7 | Domain #3: Behavioral History | Detailed information describing mental health history, previous services including use of traditional or alternative healing practices and if applicable, inpatient services. May include time frames, length of treatment, efficacy/response to interventions, and how it benefited the member’s life. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E8 | Domain #3: Comorbidity | Detailed information regarding history and/or current substance use issues including type,  method, and frequency of use. Substance use conditions previously diagnosed or  suspected should be included. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E9 | Domain #4: Medical History and Physical Health Comorbidity | Relevant current or past medical conditions, including the treatment history of those conditions. Information on help seeking for physical health treatment should be included. If applicable: Information on allergies, including those to medications, should be clearly and prominently noted.  If member is not yet linked to PCP/GMC/Alternative Healer, **confirm efforts made to link the client to a PCP/GMC/Alternative Healer** and, if warranted by medical condition, coordination of care documented in Service Notes. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E10 | Domain #4: Current Medications | Current and past medications, including prescribing clinician, reason for  medication usage, dosage, frequency, adherence, and efficacy/benefits of medications.  When available, the start and end dates or approximate time frames for medication  should be included. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E11 | Domain #4: Developmental History | Primarily Ages 21 and Under: Prenatal and perinatal events and relevant or significant  developmental history, if known and available. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E12 | Domain #5: Social and Life Circumstances | Documentation may include detail for family/ significant support person(s), functional, housing-living situation, school/work functioning, etc., to provide a complete history. May include documentation of daily activities, social supports/networks, legal/justice involvement, military history, community engagement, description of how the person interacts with others and in relationship with the larger social community. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E13 | Domain #5: Cultural Considerations | Verify that the member’s cultural and language needs were explored, accommodated (e.g., the use of an interpreter) and documented. (Culture may include spirituality, religion, ethnic/racial background, sexual orientation, gender identity, language, ability/disability, acculturation, traditions, etc.) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E14 | Domain #6: Strengths | Documentation of personal motivations, desires and drives, hobbies and interests, positive savoring and coping skills, availability of resources, opportunities  and supports, interpersonal relationships. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E15 | Domain #6: Risk Assessment | If identified past or present history of risky behaviors, detailed measures that were taken to ensure the member’s safety and well- being should be documented. A completed Safety Crisis Plan should be documented. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E16 | Domain #7: Clinical Summary and Recommendations | A clinical summary of symptoms supporting diagnosis, functional impairments, and any hypothesis regarding predisposing, precipitating and/or perpetuating factors to inform the problem list. Recommendations of specific interventions or service types or goals for care based on the clinical impression. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E17 | Domain #7: Diagnostic Impression | Diagnostic Impression may include clinical impression, including any current medical diagnoses and/or diagnostic uncertainty (rule-outs, provisional or unspecified). |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| E18 | Domain #7: Medical Necessity Determination/Level of Care/Access Criteria | Documentation establishing Medical Necessity Determination/Level of Care/Access Criteria. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **F** | **CHILD AND ADOLESCENT NEEDS AND STRENGTHS CANS (CHILD/YOUTH) CANS Date Completed:**Click or tap here to enter text. | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| F1 | Finalized CANS | (Ages 6-21) CANS is expected to be completed within the first assessment window, 6 months increments, and one month before discharge. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| F2 | CANS and Treatment Services | CANS used to track changes/progress in treatment, inform services, and level of care. For significant changes, you may put this in the CalAIM Assessment Form and it must at minimum be documented in the service note. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| F3 | CANS and Service Notes | Look for CANS information/reports to be used in sessions with member and/or caregiver to discuss changes in behaviors, symptoms, and progress toward. goals, treatment, and service activities. May also include changes to problem list or the care plan within the service note based on CANS information. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **G** | **PEDIATRIC SYMPTOM CHECKLIST PSC-35 (CHILD/YOUTH)** **PSC-35** **Date Completed:**Click or tap here to enter text. | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| G1 | Finalized PSC-35 | (Ages 3-18) PSC-35 is expected to be completed within the first assessment window, 6 months increments, and one month before discharge. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| G2 | PSC-35 and Treatment Services | PSC-35 used to track changes/progress in treatment, inform services, and level of care. For significant changes, you may put this in the CalAIM Assessment Form and it must at minimum be documented in the service note. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| G3 | PSC-35 and Service Notes | Look for PSC-35 information/outcomes to be used in sessions with member and/or caregiver to discuss changes in behaviors, symptoms, and progress toward goals, treatment, and service activities. May also include changes to problem list or the care plan within the service note based on PSC-35 information. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **H** | **ADULT NEEDS AND STRENGTHS ASSESSMENT ANSA (ADULT) Date Completed:**Click or tap here to enter text. | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| H1 | Finalized ANSA | (Ages 21+) ANSA is expected to be completed within the first assessment window, 6 months increments, and one month before discharge. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| H2 | ANSA and Treatment Services | Verify that the ANSA used to track changes/progress in treatment, inform services, and level of care. For significant changes, you may put this in the CalAIM Assessment Form and it must at minimum be documented in the service note. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| H3 | ANSA and Service Notes | Look for ANSA information/reports to be used in sessions with member to discuss changes in behaviors, symptoms, and progress toward goals, treatment, and service activities. May also include changes to the problem list or care plan within the service note based on ANSA information. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **I** | **CARE PLAN Date Completed:**Click or tap here to enter text. | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| I1 | Initial Care Plan | Verify that per best practice, the Initial Care Plan within the Service Note was finalized within 90 days of enrollment to the provider, unless there is documentation of any issues (i.e., acuity, homelessness, difficulty with engagement) that prove to be a barrier to completion.  TCM, Peer Support Services, ICC Intensive Care Coordination (This may include the plan to provide other services as part of that ICC such as, IHBS or TFC), CRP, STRTP, TBS and FSP services are required in the Care Plan within the Service Note.  Care Plans may include/combine more than one service, as long as those services are clinically covered and within the scope of practice of that staff. The only exceptions are based off of scope such as, Peer Services and Housing Plans which have specific requirements based on funds indicated, frequency, duration, timelines and a sustainability plan. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| I2 | Update / Care Plan | The Care Plan within the Service Note should be updated when there are significant changes in the member’s mental health condition or may be updated anytime when needed.  The time period to complete an updated Care Plan are up to clinical discretion (reasonable and in accordance with generally accepted standards of practice.) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| I3 | Goals | Mental health treatment related goals must address the “reasons for service/problem.” Include specific goals, treatment, service activities, and assistance to address the negotiated objectives of the plan and the medical, social, educational, and other services needed by the  beneficiary. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| I4 | Interventions: Activities | Includes activities such as ensuring the active participation of the member and working with the member (or the member’s authorized health care decision maker) and others to develop those goals. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| I5 | Interventions: Course of Action | Identifies a course of action to respond to the assessed needs of the member. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| I6 | Transition Plan | Include development of a transition plan when a beneficiary has achieved the goals of the care plan within the Service Note. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| I7 | Staff’s Signature on the service note containing the Care Plan | Verify that there is a qualified staff’s electronic signature on the service note containing the care plan and electronic co-signature if required. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| I8 | Collaboration of the Care Plan with member | Evidence speaking to collaboration such as, service note including that collaboration within the narrative or documenting that a copy of the Care Plan was offered, producing a Care Plan upon request. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **J** | **DOMAIN #4: INITIAL PSYCHIATRIC ASSESSMENT Date Completed:**Click or tap here to enter text. | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| J1 | Initial Psychiatric Assessment | Initial Psychiatric Assessment within the service note must be finalized at start of psychiatric services if the client is receiving medication management services with the provider. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| J2 | Chief Complaint | Presenting issues, relevant medical conditions, and risk factors must be documented. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| J3 | Psych History | Past and current psychiatric history affecting the current mental health condition(s) must be documented. Current and past medications, including prescribing clinician, reason for medication usage, dosage, frequency, adherence, and efficacy/benefits of medications. When available, the start and end dates or approximate time frames for medications should be included. Information on allergies, including those to medications, should be clearly and prominently noted. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| J4 | Psychiatric Mental Status Exam | Psychiatric MSE was documented within the service note at start of psychiatric services. Verify that per best practice, the Updated Psychiatric MSE was completed within the service note at the staff’s clinical discretion (reasonable and in accordance with generally accepted standards of practice). If there are unknown areas, an explanation may be found in the progress notes. This does not apply to Crisis Residential. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **K** | **FLOW SHEET (CLIENT) (VITALS)** | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| K1 | Flow Sheet (Client) | Preference: Vital signs are recorded in the  “Flow Sheet (Client)” of the chart if the member is receiving medication management services with the provider. For EUR, defer to the clinical judgment of the Provider regarding recording Vitals within the Flow Sheet (Client). |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **L** | **CLINICAL SERVICE NOTES** | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| L1 | Clinical Introductory Note | Written at first visit, or soon after, includes a brief summary of reason for services, access criteria/medical necessity, description of symptoms, behaviors, functional impairment, relevant cultural explanations and proposed plan. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L2 | Procedure Codes Billed | Documentation of service delivered must support procedure code that was claimed.  Note: Disallowances will only be in line with Fraud, Waste and Abuse. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L3 | Service Notes Content and Accurate Picture | Service notes are unique and not “cookie cutter” or “copy/paste” including depicting an accurate picture of the person’s condition, treatment provided and may include response to care at the time the service was provided. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L4 | Service Notes Content/Intervention | The intervention is appropriate to address the identified Problems. A narrative describing the service, including how the service addressed the person’s behavioral health need (e.g., symptom, condition, diagnosis and/or risk factors) is required. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L5 | Service Notes Content/Plan | Service notes must include next steps including, but not limited to, planned action steps by the provider or by  the person in care, collaboration with the person in care, collaboration with other  provider(s) and any update to the problem list as appropriate. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L6 | Service Notes Out of Scope | Verify that the intervention provided was within the scope of practice of the practitioner. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L7 | Service Notes Reflecting Quality | The following list are characteristics of a service note that supports quality documentation.  Verify that Service Notes reflected the following characteristics: Clear, Reliable, Consistent, Accurate/Precise, Descriptive, Timely |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L8 | Cultural Consideration | Member’s cultural and language needs were explored, accommodated (e.g., the use of an interpreter) and documented. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L9 | Group Services | When a group service is rendered, a list of participants is required to be documented and maintained by the provider.  The progress note for the group service encounter shall also include a  brief description of the members’ response to the service.  If two staff facilitated the group, each staff’s role must be distinct/unique and justified.  Each staff member must complete a separate service note for the service. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L10 | Non-Billable Services | Appropriate documentation of non-billable services, such as supervision, researching a topic, interpretation services, filing, faxing, academic instruction services, transportation, etc. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L11 | Lockout Services | Appropriate documentation for services provided while the client was in a lockout situation, such as jail, juvenile hall, or psychiatric hospitalization |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L12 | Service Notes that Need to be Amended or Disallowed | Please list the service notes that need to be amended (within 45 days from the date of service) or disallowed on the supplemental worksheet, including the date and procedure code of the service note and the reason for the disallowance. Please indicate if the service note needs to be appended or disallowed. **Provider must submit the supplemental worksheet with the corrected McFloops if “Reportable” is selected.** Selecting “Completed” means there are no service notes that need to be amended or disallowed. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| L13 | Service Note Timeliness | Verify that service notes were completed within **three business days** of providing a service, with the exception of notes for crisis services, which shall be completed within one (1) calendar day. The day of the service shall be considered day zero (0). |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **M** | **MEDICATION SERVICES SERVICE NOTES** | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| M1 | Procedure Codes Billed | Verify that each procedure code billed matches the service delivered. Including psychotherapy add on justification if applicable. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| M2 | Group Session | Look for group type, topic, goal, staff intervention, member participation and response (unique to each individual member’s mental health condition) as well as follow-up plan. Also, if two staff facilitated the group, each staff’s role should be distinct/unique and justified. Each staff member must complete a separate service note for the service. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| M3 | Excessive Billing | Billing for administrative type duties (e.g. faxing and making copies) with no specific medication service function. Time for no-shows with no service of benefit to the member may not be claimed. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| **N** | **GENERAL DOCUMENTATION** | | | | | | |
|  |  | Requirements | Completed | Reportable | N/A | Reviewer Comments | Program Response |
| N1 | HIPAA | Guidelines were adhered to (no breaches of confidentiality, such as other person’s info in member’s chart, etc.) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| N2 | Medical Necessity | Verify that the overall documentation in the chart justifies medical necessity. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| COMMENTS | | Click or tap here to enter text. | | | | | |

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| Overall strengths found within the chart  Examples to consider:   * What worked well within the treatment? * What did the member achieve in treatment? * What were the improvements to goals? * What positive supports were provided by mental health staff? * What linkages to natural supports and resources occurred? * What coordination with other system partners occurred? * Was there consistent communication amongst the team? * What positive interventions did Treatment Team provide? | Click or tap here to enter text. |