



Mississippi Department of Mental Health
Provider Bulletin
Number IO0054

Subject: Population Specific Forms in the DMH Record Guide

Issue Date: January 22, 2016

Effective Date: January 22, 2016

Scope

All DMH Certified Providers of Children and Youth Mental Health Services

Purpose

Inform all DMH Certified Providers of Children and Youth Mental Health Services of the status of population specific forms in the *DMH Record Guide for Mental Health, Intellectual/ Developmental Disabilities and Substance Abuse Community Service Providers*.

Clarify implementation expectations of Children and Youth Mental Health forms in final format and outline possible changes to Children and Youth Mental Health forms that remain in revision.

Background

The *DMH Record Guide, 2015 version* was released by Provider Bulletin IO0046 on August 7, 2015; however, many forms included in this document remain under revision. The timeline for provider implementation of the *DMH Record Guide, 2015 version* has not been finalized. DMH has requested that Certified Providers not implement any further changes to documentation until the final versions of both the DMH Record Guide and the DMH Operational Standards are issued and effective. If providers have already implemented forms that are in the final format, then the provider should continue to use those forms; however, no forms that are still under revision should be implemented.

Subject

DMH has developed the attached document to clarify the status (New, In Revision or Final) of each Record Guide form that may be used by Children and Youth Mental Health providers. Information provided for each form in the Record Guide includes;

New Forms

- Children and Youth Mental Health Services that will use the form
- When the form is completed by staff during service delivery
- Ongoing update requirements
- DMH expectation for implementation of the form

Forms in Revision

- Proposed changes to the form
- Children and Youth Mental Health Services that will use the form
- When the form is completed by staff during service delivery
- Ongoing update requirements
- DMH expectation for implementation of the form

Forms in Final Format

- Children and Youth Mental Health Services that will use the form
- When the form is completed by staff during service delivery
- Ongoing update requirements
- DMH expectation for implementation of the form

As stated previously, if providers have already implemented forms that are in the final format, then the provider should continue to use those forms; however, no forms that are still under revision should be implemented.

All proposed changes to the DMH Record Guide will be released for public comment before an effective date is issued and monitoring timelines are determined. As has been the practice when revisions are made, DMH will not begin reviewing providers based on changes until adequate time for implementation has passed.

End of Provider Bulletin

Children and Youth Mental Health Services

New Forms

As Needed- Section C

Crisis Stabilization Services Daily Note

Who uses it:	Children and Youth Mental Health Crisis Stabilization Services
When:	Completed as service is provided with a daily summary
Updates:	Updated as service is provided, new document each day
Implementation:	After effective date of the Record Guide

Administrative Information- Section J

Staff Verification of Training on Suspected Abuse or Neglect Reporting Requirements

Who uses it:	Signed by all staff of every certified agency
When:	Signed during orientation, before service delivery and maintained in the staff personnel record
Updates:	Updated if training is repeated or new training is provided
Implementation:	After effective date of the Record Guide

Record Guide Forms Currently In Revision:

All Records- Section B

Face Sheet

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	Children and Youth Mental Health Services
When:	Completed during the admission process
Updates:	Updated as needed but at least annually
Implementation:	After effective date of the Record Guide

Initial Assessment

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	Children and Youth Mental Health Services
When:	Completed during the admission process according to specific service requirements
Updates:	
Implementation:	After effective date of the Record Guide

Trauma History

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	Children and Youth Mental Health Services
When:	Completed during the admission process according to specific service requirements
Updates:	
Implementation:	After effective date of the Record Guide

Medication/ Emergency Contact Information

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	Children and Youth Mental Health Services
When:	Completed from information gathered during the admission process
Updates:	Updated as medications are added or discontinued or if contact information changes, at least annually
Implementation:	After effective date of the Record Guide

Individual Service Plan

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	Children and Youth Mental Health Services
When:	Completed according to specific service requirements
Updates:	Must be reviewed and/or revised when goals or objectives are achieved or as needs of the individual change. Timelines for renewal are determined by service but at least annually
Implementation:	After effective date of the Record Guide

Recovery Support Plan

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	Children and Youth Mental Health Peer Support Services and Community Support Services
When:	Completed within 30 days of the initiation of Peer Support Services or Community Support Services
Updates:	Updated as needed but at least annually
Implementation:	After effective date of the Record Guide

Finalized Record Guide Forms

All Records- Section B

Consent to Receive Services

Who uses it:	Children and Youth Mental Health Services
When:	Signed at admission before services are provided
Updates:	Signed annually
Implementation:	After effective date of the Record Guide

Rights of Individuals Receiving Services

Who uses it:	Children and Youth Mental Health Services
When:	Informed of and signed at admission before services are provided
Updates:	Signed annually
Implementation:	After effective date of the Record Guide

Acknowledgment of Grievance

Who uses it:	Children and Youth Mental Health Services
When:	Signed to acknowledge receipt of the procedures at admission before services are provided
Updates:	Acknowledge receipt annually
Implementation:	After effective date of the Record Guide

Consent to Release/Obtain Information

Who uses it:	Children and Youth Mental Health Services
When:	Fully completed before any information can be released, exchanged or obtained
Updates:	Only applicable to the described event or timeframe
Implementation:	After effective date of the Record Guide

Individual Crisis Support Plan

Who uses it:	Children and Youth Mental Health Services
When:	Completed as part of the Individual Service Plan, Timelines determined by service
Updates:	Updated as needed, Timelines determined by service
Implementation:	After effective date of the Record Guide

Periodic Staffing/ Review of Individual Service Plan

Who uses it:	Children and Youth Mental Health Services
When:	Completed whenever there is a change in the individuals circumstances that affect the goals and objectives on the Individual Service Plan
Updates:	
Implementation:	After effective date of the Record Guide

Progress Note

Who uses it:	Children and Youth Mental Health Services
When:	Completed after any therapeutic support, intervention or activity, new note with each intervention or activity
Updates:	
Implementation:	After effective date of the Record Guide

Weekly Progress Note

Who uses it:	Children and Youth Mental Health Services
When:	Completed after each week of activity and summarized at the end of the month
Updates:	
Implementation:	After effective date of the Record Guide

As Needed- Section C

Initial Assessment and Crisis Contact Summary

Who uses it:	Children and Youth Mental Health Emergency Crisis Services
When:	Completed at the time of contact
Updates:	Additional information can be added as needed
Implementation:	After effective date of the Record Guide

Readmission Assessment Update

Who uses it:	Children and Youth Mental Health Services
When:	Completed at readmission to services if an individual has been discharged from the provider but seeks to resume services within 1 year
Updates:	
Implementation:	After effective date of the Record Guide

Serious Incident Report

Who uses it:	Children and Youth Mental Health Services
When:	Completed after a Serious Incident occurs. Reported to DMH within 8 or 24 hours determined by Standard 15.1 or 15.2
Updates:	
Implementation:	Implementation currently required effective January 1, 2013 (Provider Bulletin PR015)

Medical Examination

Who uses it:	Required for Children and Youth Mental Health Supervised Living Services and Residential Treatment Programs
When:	Completed not more than 30 days before admission or within 72 hours of admission, new document with each exam
Updates:	
Implementation	After effective date of the Record Guide

Documentation of Healthcare Provider Visit

Who uses it:	Required for Children and Youth Mental Health Supervised Living Services and Therapeutic Group Home Services but can be used by any service provider to document access to routine healthcare
When:	Completed each time an individual interacts with a healthcare provider, new document with each interaction
Updates:	
Implementation	After effective date of the Record Guide

Self-Administration Medication Log

Who uses it:	Children and Youth Mental Health Services Day Programs and Supervised Living
When:	Completed at the time medication is taken by the individual
Updates:	Documentation is added to the form with each self-administration
Implementation	After effective date of the Record Guide

Telephone/ Visitation Agreement

Who uses it:	Children and Youth Mental Health Supervised Living Services and Crisis Stabilization Programs
When:	Completed upon admission or readmission to services
Updates:	Reviewed or updated at the request of the individual
Implementation	After effective date of the Record Guide

Search and Seizure Report

Who uses it:	Children and Youth Mental Health Services
When:	Completed when any provider conducts a search of an individual and/or their possessions and/or space, new document at each search
Updates:	
Implementation	After effective date of the Record Guide

Physical Escort Log

Who uses it:	Children and Youth Mental Health Services
When:	Completed when an individual is physically escorted away from a service or living area due to inappropriate behavior, new document with each intervention
Updates:	
Implementation	After effective date of the Record Guide

Time Out Log

Who uses it:	Children and Youth Mental Health Services
When:	Completed when an individual is placed in time out due to inappropriate behavior, new document with each intervention
Updates:	
Implementation	After effective date of the Record Guide

Seclusion Behavior Management Log

Who uses it:	Crisis Stabilization Services
When:	Completed during the intervention
Updates:	Information added as needed or as it occurs
Implementation	After effective date of the Record Guide

Service Termination/ Change Summary

Who uses it:	Children and Youth Mental Health Services
When:	Completed when an individual transfers between services or between staff within an agency, new document completed with each occurrence of change
Updates:	
Implementation	After effective date of the Record Guide

Provider Discharge Summary

Who uses it:	Children and Youth Mental Health Services
When:	Completed when an individual is discharged from an agency, new document completed with each discharge from an agency
Updates:	
Implementation	After effective date of the Record Guide

Mental Health Services – Section E

Pre Evaluation Screening

Who uses it:	Community Mental Health Centers only
When:	Completed to determine the need for civil commitment
Updates:	
Implementation	After effective date of the Record Guide

Children and Youth Services – Section G

Therapeutic Foster Care Contact Log

Who uses it:	Children and Youth Mental Health Therapeutic Foster Care Services
When:	Completed at each contact
Updates:	Information added with each contact
Implementation	After effective date of the Record Guide

MAP Team Report

Who uses it:	Children and Youth Mental Health MAP Team Services
When:	Completed each quarter and submitted to DMH by the 10 th of the month following the end of the quarter, new document completed at the end of each quarter
Updates:	
Implementation	After effective date of the Record Guide

MAP Team Case Summary

Who uses it:	Children and Youth Mental Health MAP Team Services, If receiving MAP Team funds
When:	Completed and Submitted with the MAP Team Report, new document for each child reviewed
Updates:	
Implementation	After effective date of the Record Guide

Wraparound Facilitation Individual Support Plan

Who uses it:	Children and Youth Mental Health Wraparound Facilitation Services
When:	Completed as part of the service provision process
Updates:	Updated as needed
Implementation	Implementation currently required effective April 1, 2012 (Provider Bulletin PR004)

Administrative Information – Section J

Disaster Preparedness and Response Guidance

Who uses it:	Children and Youth Mental Health Services
When:	Guidance used to develop agency COOP and program Disaster Plans
Updates:	
Implementation	After effective date of the Record Guide

Disaster, Fire and COOP Drills for All Programs

Who uses it:	Children and Youth Mental Health Services
When:	Disaster drills conducted and documented quarterly, Fire drills conducted and documented monthly for Supervised Living Services and quarterly for all day programs, COOP drills must be conducted and documented at least annually, new document with each drill
Updates:	
Implementation	After effective date of the Record Guide

DMH Plan of Compliance

Who uses it:	Children and Youth Mental Health Services
When:	Completed and submitted as required by the DMH Written Report of Findings cover letter, new document with each Written Report of Findings issued
Updates:	
Implementation	After effective date of the Record Guide