

Listed below is a summary of substantive revisions/updates included in the proposed 2021 DMH Record Guide.

Summary of Proposed Substantive Revisions/Updates by Form

<u>FORM</u>	<u>SECTION</u>	<u>SUMMARY NOTE(S)</u>
Consent to Receive Services Form	B	Form updated to include instruction/requirement to <i>complete as needed</i> .
Consent to Release Information - Mississippi Health Information Exchange (HIE) Participation Form	B	Form added to the 2021 Record Guide.
Consent to Release Information - Mississippi Health Information Exchange (HIE) Participation Guidance	B	Guidance added to the 2021 Record Guide.
Face Sheet	B	Form omitted from the 2021 Record Guide. Replaced with Individual Profile/Face Sheet (Client Entry for WITS).
Face Sheet Guidance	B	Guidance updated to reflect appropriate language for the replacement form Individual Profile/Face Sheet (Client Entry form for WITS).
IDD Assistance with Medication Skills Checkoff Manual	I	Manual added to the 2021 Record Guide.
IDD Service Note Form	I	Form updated to include signature from person/responsible party as a reflection of the Center for Medicare and Medicaid Services (CMS) requirement of verification of service provision for Home and Community Supports or In Home Respite Services.
IDD Service Note Guidance	I	Guidance updated to reflect the Center for Medicare and Medicaid Services (CMS) requirement of verification of service provision for Home and Community Supports or In Home Respite Services; thus, inclusion of signature from person/responsible party along with a definition.
IDD Staffing Schedule Worksheets	I	Form(s) added to the 2021 Record Guide. <i>Can also be found in an excel format within attachments of the PDF.</i>
IDD Weekly Service Note	I	Form omitted from the 2021 Record Guide.
Incident Reporting Guidance and Directions	D	Guidance added to the 2021 Record Guide.

Summary of Proposed Substantive Revisions/Updates by Form

<u>FORM</u>	<u>SECTION</u>	<u>SUMMARY NOTE(S)</u>
Individual Profile/Face Sheet (aka Client Entry for WITS)	B	Form added to replace Face Sheet.
Individual Service Plan	C	Relocated service and community support section(s) on the form.
Initial Assessment	C	<ul style="list-style-type: none"> ▪ Updated prompts for assessment clinicians. ▪ Added codependent status inquiry section. ▪ Added section for education identification. ▪ Added occupational codes for employment section.
Initial Assessment Guidance	C	Guidance language updated for Children & Youth functional assessment requirements.
Initial Assessment and Crisis Contact Summary Form	D	Form updated in the 2021 Record Guide.
Level of Care Intake & Placement Assessment – Comprehensive	J	Form added to the 2021 Record Guide.
Level of Care Intake & Placement Assessment – Non-comprehensive	J	Form added to the 2021 Record Guide.
Level of Care Intake & Placement Assessment Guidance	J	Guidance added to the 2021 Record Guide.
Level of Care Placement Addendum	J	Form added to the 2021 Record Guide.
Problem Detailed – Specific Drug Code	J	Form added to the 2021 Record Guide.
Provider Discharge Summary	D	Form omitted from the 2021 Record Guide.
Readmission Assessment Guidance	C	Guidance language updated for Children & Youth functional assessment requirements.
Recovery Support Plan	C	Form updated to add short term goals, strengths, and barriers.

Summary of Proposed Substantive Revisions/Updates by Form

<u>FORM</u>	<u>SECTION</u>	<u>SUMMARY NOTE(S)</u>
Recovery Support Plan Guidance	C	Guidance language updated to be inclusive of short team goals, strengths, and barriers.
SA Monthly Capacity Management Form	J	Form omitted from the 2021 Record Guide.
SA Monthly Capacity Management Form and Waiting List Report Guidance	J	Guidance omitted from the 2021 Record Guide.
Serious Incident Report	D	Form omitted from the 2021 Record Guide.
Service Termination/Change Summary	D	Form omitted from the 2021 Record Guide.
Subsequent Placement Assessment	J	Form added to the 2021 Record Guide.
Time Out Log	D	Form omitted from the 2021 Record Guide.
Weekly Progress Notes Form	C	Removed monthly summary requirement.
Weekly Progress Notes Guidance	C	Removed monthly summary requirement language.
Wraparound Facilitation Individualized Support Plan	H	Form updated in the 2021 Record Guide. Note: This form is <i>only</i> for children receiving Children & Youth Services.