



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number IO0055**

**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 Substance Abuse Services

## **Purpose**

Inform all DMH Certified Providers of Substance Abuse 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 Substance Abuse Services forms in final format and outline possible changes to Substance Abuse Services 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 Substance Abuse Services providers. Information provided for each form in the Record Guide includes;

### **New Forms**

- Substance Abuse 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
- Substance Abuse 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**

- Substance Abuse 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***

## Substance Abuse Services

### New Forms

#### Substance Abuse Service – Section I

##### Substance Abuse Specific Assessment

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed as part of the admission process if information gathered or self-report indicates a need for substance abuse services , new document with each assessment
<b>Updates:</b>	
<b>Implementation:</b>	After effective date of the Record Guide

#### Administrative Information- Section J

##### Staff Verification of Training on Suspected Abuse or Neglect Reporting Requirements

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

##### Record Guide Forms Currently In Revision:

#### All Records- Section B

##### Face Sheet

<b>Proposed Changes:</b>	Changes described in Provider Bulletin IO0050, no further changes expected
<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed during the admission process
<b>Updates:</b>	Updated as needed but at least annually
<b>Implementation:</b>	After effective date of the Record Guide

##### Initial Assessment

<b>Proposed Changes:</b>	Changes described in Provider Bulletin IO0050, no further changes expected
<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed during the admission process according to specific service requirements
<b>Updates:</b>	
<b>Implementation:</b>	After effective date of the Record Guide

##### Trauma History

<b>Proposed Changes:</b>	Changes described in Provider Bulletin IO0050, no further changes expected
<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed during the admission process according to specific service requirements
<b>Updates:</b>	
<b>Implementation:</b>	After effective date of the Record Guide

### Medication/ Emergency Contact Information

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

### Individual Service Plan

<b>Proposed Changes:</b>	Changes described in Provider Bulletin IO0050, no further changes expected
<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed according to specific service requirements
<b>Updates:</b>	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
<b>Implementation:</b>	After effective date of the Record Guide

### Recovery Support Plan

<b>Proposed Changes:</b>	Changes described in Provider Bulletin IO0050, no further changes expected
<b>Who uses it:</b>	All Substance Abuse Services Providers
<b>When:</b>	Completed within timelines according to service
<b>Updates:</b>	Updated as needed but at least annually
<b>Implementation:</b>	After effective date of the Record Guide

### **Substance Abuse Service – Section I**

#### Risk Assessment Interview and Educational Activities for TB/HIV/STD

<b>Proposed Changes:</b>	A more effective, user friendly assessment with clearly defined indicators for activities
<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Assessment is initiated the first day of service and completed within 30 days of admission to the service
<b>Updates:</b>	Information added as needed or as activities occur
<b>Implementation:</b>	After effective date of the Record Guide

#### Substance Abuse Monthly Capacity Management Reports

<b>Proposed Changes:</b>	Clarification to the Guidance and Reporting Process
<b>Who uses it:</b>	Substance Abuse Primary Residential and Chemical Dependency Unit Services
<b>When:</b>	Completed if program's census exceeds 90% capacity and if census drops below 90%, submitted to DMH within 24 hours, new form each time census crosses the 90% threshold
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

## Substance Abuse Waiting List Reports

<b>Proposed Changes:</b>	Clarification to the Guidance and Reporting Process
<b>Who uses it:</b>	Substance Abuse Primary Residential and Chemical Dependency Unit Services
<b>When:</b>	Completed for each pregnant woman or IV drug user that seeks substance abuse treatment, Submitted to DMH by the 10 <sup>th</sup> day of the month following the reporting month, submitted monthly for each individual's status until individual is admitted to an appropriate program
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

## Finalized Record Guide Forms

### All Records- Section B

#### Consent to Receive Services

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Signed at admission before services are provided
<b>Updates:</b>	Signed annually
<b>Implementation:</b>	After effective date of the Record Guide

#### Rights of Individuals Receiving Services

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Informed of and signed at admission before services are provided
<b>Updates:</b>	Signed annually
<b>Implementation:</b>	After effective date of the Record Guide

#### Acknowledgment of Grievance

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Signed to acknowledge receipt of the procedures at admission before services are provided
<b>Updates:</b>	Acknowledge receipt annually
<b>Implementation:</b>	After effective date of the Record Guide

#### Consent to Release/Obtain Information

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Fully completed before any information can be released, exchanged or obtained
<b>Updates:</b>	Only applicable to the described event or timeframe
<b>Implementation:</b>	After effective date of the Record Guide

#### Individual Crisis Support Plan

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed as part of the Individual Service Plan, Timelines determined by service
<b>Updates:</b>	Updated as needed, Timelines determined by service
<b>Implementation:</b>	After effective date of the Record Guide

**Periodic Staffing/ Review of Individual Service Plan**

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed whenever there is a change in the individuals circumstances that affect the goals and objectives on the Individual Service Plan or within timelines specified by service
<b>Updates:</b>	
<b>Implementation:</b>	After effective date of the Record Guide

**Progress Note**

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed after any therapeutic support, intervention or activity, new note with each intervention or activity
<b>Updates:</b>	
<b>Implementation:</b>	After effective date of the Record Guide

**Weekly Progress Note**

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed after each week of activity and summarized at the end of the month
<b>Updates:</b>	
<b>Implementation:</b>	After effective date of the Record Guide

**As Needed- Section C**

**Initial Assessment and Crisis Contact Summary**

<b>Who uses it:</b>	Substance Abuse Emergency Crisis Services
<b>When:</b>	Completed at the time of contact
<b>Updates:</b>	Additional information can be added as needed
<b>Implementation:</b>	After effective date of the Record Guide

**Readmission Assessment Update**

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed at readmission to services if an individual has been discharged from the provider but seeks to resume services within 1 year
<b>Updates:</b>	
<b>Implementation:</b>	After effective date of the Record Guide

**Serious Incident Report**

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed after a Serious Incident occurs. Reported to DMH within 8 or 24 hours determined by Standard 15.1 or 15.2
<b>Updates:</b>	
<b>Implementation:</b>	Implementation currently required effective January 1, 2013 (Provider Bulletin PR015)

### **Medical Examination**

<b>Who uses it:</b>	Required for Substance Abuse Primary Residential and Transitional Residential Services
<b>When:</b>	Completed not more than 30 days before admission or within 72 hours of admission, new document with each exam
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

### **Documentation of Healthcare Provider Visit**

<b>Who uses it:</b>	Can be used by any service provider to document access to routine healthcare
<b>When:</b>	Completed each time an individual interacts with a healthcare provider, new document with each interaction
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

### **Self-Administration Medication Log**

<b>Who uses it:</b>	Substance Abuse Services Day Programs and Primary Residential and Transitional Residential Services
<b>When:</b>	Completed at the time medication is taken by the individual
<b>Updates:</b>	Documentation is added to the form with each self-administration
<b>Implementation</b>	After effective date of the Record Guide

### **Telephone/ Visitation Agreement**

<b>Who uses it:</b>	Substance Abuse Primary Residential and Transitional Residential Services
<b>When:</b>	Completed upon admission or readmission to services
<b>Updates:</b>	Reviewed or updated at the request of the individual
<b>Implementation</b>	After effective date of the Record Guide

### **Search and Seizure Report**

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed when any provider conducts a search of an individual and/or their possessions and/or space, new document at each search
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

### **Physical Escort Log**

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed when an individual is physically escorted away from a service or living area due to inappropriate behavior, new document with each intervention
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

### Time Out Log

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed when an individual is placed in time out due to inappropriate behavior, new document with each intervention
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

### Service Termination/ Change Summary

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed when an individual transfers between services or between staff within an agency, new document completed with each occurrence of change
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

### Provider Discharge Summary

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed when an individual is discharged from an agency, new document completed with each discharge from an agency
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

## Day Service Programs – Section D

### Acute Partial Hospitalization Service Summary Note

<b>Who uses it:</b>	Acute Partial Hospitalization Services
<b>When:</b>	Completed as activities occur and includes a daily summary
<b>Updates:</b>	Documentation is added as it occurs
<b>Implementation</b>	After effective date of the Record Guide

## Administrative Information – Section J

### Disaster Preparedness and Response Guidance

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Guidance used to develop agency COOP and program Disaster Plans
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide



**Disaster, Fire and COOP Drills for All Programs**

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	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
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide

**DMH Plan of Compliance**

<b>Who uses it:</b>	Substance Abuse Services
<b>When:</b>	Completed and submitted as required by the DMH Written Report of Findings cover letter, new document with each Written Report of Findings issued
<b>Updates:</b>	
<b>Implementation</b>	After effective date of the Record Guide