



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number IO0050**

**Subject:** Comment Period for Revisions to DMH Record Guide Forms

**Issue Date:** December 2, 2015

**Effective Date:** December 2, 2015

**Scope**

All DMH Certified Providers

**Purpose**

To inform DMH Certified Providers of draft changes to forms included in the DMH Record Guide, 2015 Revision

**Subject**

At the request of DMH Certified Providers, DMH has taken the opportunity to review several forms included in the 2015 revision of the DMH Record Guide. In doing that, DMH worked with a small volunteer workgroup from the provider community to draft changes.

DMH would like your agency’s feedback on the draft changes. In order to provide feedback, DMH encourages your agency to pilot the draft changes to see how they might affect the operations of your agency. Please provide feedback in writing on the draft changes to Kris Jones, Director of the Bureau of Quality Management, Operations and Standards by December 31, 2015.

The following forms include draft changes for your review: Initial Assessment; Trauma History; FASD Screening and Data Tool; Individual Service Plan; Support Implementation Plan for Recovery/Resiliency; Face Sheet; and Medication/Emergency Contact Information. Each form is included for your review. The changes are highlighted with applicable notes in each document. A brief description of the changes to each form is included below.

**Initial Assessment**

- The length of the Initial Assessment has been decreased from 11 pages to 7 pages. A Substance Use Specific Assessment will be used to collect additional assessment information for people presenting with substance use related needs.
- Elements have been removed from this document. Those elements include: detailed listing of Family History; Educational/Vocational History (for all); Special Communication Needs; History of Learning Difficulties; Employment; Military; History of Legal Charges; Primary Care Physician Information; Additional Medical Information; and Previous Medications.
- Other elements have been relocated within the document so that information could be condensed or to attempt to make the document more user friendly.

### Trauma History

- A question related to military service, service in a branch of law enforcement, or serving as a first responder was added to this document.

### Individual Service Plan (ISP)

- A prompt to address long term goals for the person was removed from the Initial Assessment and added to the ISP.

### Support Implementation Plan for Recovery/Resiliency

- The name was changed to Recovery Support Plan.
- Clarification on the development of the needs statement and the long term goal(s) was added.

### Required Data Elements for Face Sheet

- The place of employment was added to be completed for people seeking services who are employed.

### Medication/Emergency Contact Information

- Previous medications were removed from the Initial Assessment and added to this document.

### FASD Screening Form/Data Tool

- This document was removed. The FASD Screening Form and Data Tool will no longer be required.

\*\*Please note that the guidance for each of the above mentioned forms will be revised accordingly when all revisions to the documents have been finalized.

**These draft revisions will affect the timeline for implementation of the 2015 Revision of the DMH Record Guide for some providers. DMH does not believe that providers of ID/DD Services will be affected by these revisions. As a result, providers of ID/DD Services should begin implementation of the Record Guide as originally directed – by January 1, 2015.**

**Providers of Mental Health and Substance Use Services should begin implementation of the Record Guide by April 1, 2015.**

*End of Provider Bulletin*