

Sixth District Department of Correctional Services POLICY	Issue Date 10/16/09	Effective Date 09/15/14	Policy Number 2305-14
Subject ANCHOR CENTER LICENSED SUBSTANCE ABUSE PROGRAM PROGRESS NOTES		Review Month September	Author 0633
Rescinds 2305-09	References		

POLICY:

The Director and/or designee ensure that progress notes are generated and filed in a timely and accurate fashion.

PROCEDURE:

1. All clinicians and clinical trainees generate a progress note following each individual and group counseling session.
2. Progress notes are completed and filed in a timely manner. All notes are completed in I-SMART unless extenuating circumstances require otherwise and with approval from the Treatment Services Manager.
3. Progress notes for individual counseling sessions are in the format dictated by I-SMART and contains at a minimum:
 - A. Client demographic information;
 - B. Date of encounter;
 - C. Time and duration of encounter;
 - D. The client's subjective report of recent progress or difficulties;
 - E. Objective indicators of progress or difficulties;
 - F. The clinician's Assessment of the client's current status and progress toward treatment plan goals;
 - G. Plan for short term interventions to facilitate continued client growth;
4. Progress notes for group counseling sessions summarize the client's participation in therapeutic groups. At a minimum, the notes include:
 - A. Titles of group participated in;
 - B. Date, time, and duration of group;

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PROCEDURE: (continued)

- C. The client's activity level in group (e.g. appropriately active, passive, disengaged, disruptive);
 - D. Topics of groups the client participated in;
 - E. Assessment of progress made toward treatment plan goals.
5. All progress notes are written in clear, easily understandable language free of unnecessary / inappropriate slang or technical jargon.

BY ORDER OF:

Bruce Vander Sanden, Director