

Sixth District Department of Correctional Services POLICY	Issue Date 10/16/09	Effective Date 02/05/21	Policy Number 2305-21
Subject ANCHOR CENTER LICENSED SUBSTANCE ABUSE PROGRAM PROGRESS NOTES		Review Month September	Author 0633 (RME)
Rescinds 2305-14	References		

POLICY:

The District 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 when these services are provided as part of the program.
2. Progress notes are completed and filed in a timely manner. All notes are completed in an appropriate electronic health record unless extenuating circumstances require otherwise and with approval from the Treatment Services Manager.
3. Progress notes for individual counseling sessions are in a consistent format 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, when offered as part of this program, 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, District Director