June 2006

This section provides monthly critical reminders in relation to documentation standards.

Client Service Plan (CSP)

1) It must have symptom/s and the resulting impairment.

<u>Example</u>: Client's ongoing fighting with peers at school, defiance towards teacher and throwing books at peers in the classroom has <u>resulted</u> in client being suspended from school 3 times in the last 6 months.

It is **not** sufficient only to list the symptoms i.e., ongoing fighting, defiance and throwing books in the classroom. The impairment/s **must** be present in the CSP.

- 2) The Client Service Plan must be developed with the participation of the client. When billing for the completion/development of the CSP the progress note must include that "the client participated in the development of the CSP." Just writing "completed the CSP" is not in compliance with our guidelines.
- 3) Baselines are a requirement. The baselines can be either in the first or third column of the CSP.

Annual Update

1) Mental status examination. Writing "please see the initial assessment" or "no changes" or "improving" is not in compliance with our guidelines. The clinician must elaborate/describe in more detail on how the client is doing in terms of a MSE. If the client is improving or not improving then elaborate how the client is improving or not and why.