

THE COUNSELING SOURCE, INC.

POLICY AND PROCEDURE

TITLE: Progress Notes

PURPOSE: To define the purpose and contents of Progress Notes

POLICY: Progress notes shall be completed in a timely and comprehensive manner so as to document the service provided.

PROCEDURE:

1. Progress notes shall reflect progress or lack of progress toward the achievement of identified treatment outcomes.
2. Documentation on Progress Notes shall be completed for each service contact and shall include:
 - The date of the service contact and the date of documentation of the progress note, if different
 - Client progress or lack of progress toward Individualized Service Plan goals
 - Significant events or changes in the life of the person served
 - A narrative description of the specific therapeutic interventions performed
 - Clinical observations, including a description of the response by the client to the service provided
 - The signature and credentials of the provider of the service and the date of the signature
 - As appropriate, the clinical supervisor's signature, credentials, and date of signature.
3. Progress Notes shall be completed by all staff members providing service.
4. Progress Notes shall be recorded upon each service contact.

REFERENCED STANDARDS AND REGULATIONS:

ODMH OAC 5122-27-06

CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 5/20/15

REVIEWED: February 2018