

**RPMS Behavioral Health System
Youth Residential Treatment Center (YRTC)**

Documentation Recommendations

I. Referral/Screening

Type of Visit: INFORMATION/CONTACT VISIT
Activity Code: 11-SCREENING (patient present)
 44-SCREENING (patient not present)
Type of Contact: RESIDENTIAL
Document: POV
Case Status: CASE OPEN
*Primary Provider needs to be established (document in Patient Information)

II. Assessment/Initial Visit

Type of Visit: ALCOHOL/SUBSTANCE ABUSE VISIT
Activity Code: 12-ASSESSMENT
Document: POV, Patient Education, Medications, Health Factors, GAF, Summary of Intake
Case Status: CASE ADMIT
*Personal History Factors need to be entered, if any
**Within five working days, create an initial treatment plan (record in Treatment Plan tab with corresponding Individual Counseling Session encounter entry)

III. On-going Treatment

A. INDIVIDUAL COUNSELING SESSION

Type of Visit: INFORMATION/CONTACT-No Patient Education/Medications
 BRIEF VISIT-Medications
 REGULAR VISIT-Patient Education, Medications, or Health Factors
Activity: 13-INDIVIDUAL COUNSELING
Document: POV, Case Notes

B. GROUP SESSION

Clinic: ALCOHOL/SUBSTANCE ABUSE (43)
Type of Contact: RESIDENTIAL
Type of Visit: GROUP VISIT
Activity: 91 - GROUP or 90 – FAMILY TREATMENT
Document: POV, Case Notes

*Need to use same POV descriptions to identify the type of group

C. CASE MANAGEMENT

Type of Visit: INFORMATION/CONTACT

Activity: 22-CASE MANAGEMENT (PATIENT PRESENT)

31-CASE MANAGEMENT (PATIENT NOT PRESENT)

D. NO-SHOWS

Type of Visit: NO-SHOW VISIT

Activity: 31-CASE MANAGEMENT (PATIENT NOT PRESENT)

Document: POV, Case Notes

E. EDUCATION/SCHOOL WORK

Type of Visit: BRIEF

Activity: 96-ACADEMIC SERVICES

POV: 89.1 – ALTERNATIVE EDUCATION SERVICES

Document: Notes as required

* May be completed as a group entry; Activity and POV would be the same as listed above

F. RECREATION GROUP

Type of Visit: GROUP

Activity: 86 – RECREATION ACTIVITIES

Document: POV, Notes

G. CULTURAL/TRADITIONAL ACTIVITIES

Type of Visit: BRIEF

Activity: 95 – CULTURAL ACTIVITIES

Document: POV, Notes

H. SHIFT NOTES

Type of Visit: REGULAR

Activity: 56 – RECORDS/DOCUMENTATION

Document: POV (may use 99 – OTHER ADMINISTRATIVE, Notes (consider keeping one on-going note open for the duration of the shift)

* Treatment plans are documented on the Treatment Plan tab or menu option. An individual encounter form should also be completed to document the treatment planning activity. Follow local standards and policies on timeframes for establishing and reviewing treatment plans.

IV. Discharge/Final Visit

Type of Visit: ALCOHOL/SUBSTANCE ABUSE VISIT

Activity Code: 19-DISCHARGE PLANNING

Document: POV, Patient Education, Medications, Health Factors, GAF, Placement Disposition

Case Status: CLOSED

* Resolve/close out treatment plan; close out Case Status

V. Administrative Documentation

Type of entry: ADMINISTRATIVE ENTRY
Activity Codes: Any other than Patient Services
Document: Administrative Problem Codes (95-99), Comments

VI. Prevention Activity Documentation (Use BHS v3.0, SDE Option on DE menu)

Type of entry: AN, ADD NON-PATIENT RECORD
Activity Codes: 37 - Preventive Services
97 - Health Promotion
Document: POV, Prevention Activity, Target Audience

Reports Management

I. Patient Listings

- A. Designated Provider List
- B. Placements by Site/Patient
- C. Print list of treatment plans needing review/resolved
- D. Tally of Cases Opened/Admitted/Closed

II. Records Retrieval

- A. General Retrieval Records

III. Workload Reports

- A. GRS1

IV. Problem Reports

- A. Abuse Report
- B. Suicide Report

Manager Utilities Settings

I. Site Parameters

Chemical Dependency Location:
Chemical Dependency Community:
Chemical Dependency Clinic:
Type of Contact:
Appt/Walk-in Response:
Default Health Summary Type:
Interpreter Utilized:

Response on Form Print:
Universal/Site Specific:
Suppress Comment on Suppressed Form:
Exclude No-shows on DX Display:
Type of Visit to create in PCC:
Type of PCC Link:
Update those allowed to see all visits:

II. Export Utilities

- Check records before exporting
- Generate monthly exports

III. Local Service Sites

- Add any local service sites where services are provided

IV. Personal History Factors

- Add any personal history factors, as needed

Type of Group Descriptions

*You will need to decide what type of POV you will be using with these descriptors.

Family Therapy
Church Outing/Services
Codependency Group
Coping Skills
Gender Group
Issues/Concerns Group
Open Process Group
Health Education/Concerns
Recreation Group
Sit-Down Group
Alcohol Abuse...AA meeting
ACOA/AL-ANON meeting
Treatment Team Recommendations
Alternative Activity
CD Education
Treatment Assignment Group
Parent Education
Relapse Prevention
Anger Management