

To: Children's Day Treatment Providers

Date: 3/29/17

From: Steve Jones, LCSW, QM Program Manager

Re: Interim Folder for Children's Day Treatment Doctors

This memo is to inform you of a new "Family" of Interim Folders that has been created to hold doctor's progress notes in CCBH for Children's Day Treatment programs.

Children's Day Treatment doctors are required to enter progress notes into CCBH, and it has been recognized that Children's Day Treatment doctors often may not have a Client Plan to place their notes and have been directed to use the Interim Folder. Because the Interim Folder should only be used for the first 30 days while a formal Client Plan is developed, a Day Treatment Interim Folder has been created. **Only** Day Treatment medical staff (RN, MD, DO, NP, PA) progress notes shall be stored in the Day Treatment Interim Folder.

If a provider's Day Treatment doctor has not been trained in progress notes for CCBH, they will not be required to attend the full Client Plan training and will instead be trained on how to open the Day Treatment Interim Folder immediately following the Progress Note training.

The new Day Treatment Interim Folder will be live as of April 1, 2017, and doctors at Day Treatment programs shall use this folder as of that date. The folder will be set to expire every two years.

Please direct any questions and/or comments to the QI Matters mailbox: QIMatters.HHSA@sdcounty.ca.gov

