**COMPLETED BY:**

1. Licensed/Waivered Psychologist
2. Licensed/Registered/Waivered Social Worker or Marriage and Family Therapist
3. Licensed/Registered Professional Clinical Counselor\*\*
4. Physician (MD or DO)
5. Licensed Psychiatric Technician
6. Registered Nurse
7. Master Level Student Intern
8. MHRS
9. Paraprofessional

**COMPLIANCE REQUIREMENTS:**

1. All clients open to a program, across all service types, shall have an active Problem List in CCBH by 10/15/22.
2. Initial Problem Lists shall be completed at assignment opening and shall be updated on an ongoing basis to reflect the current presentation of the client.
3. Providers shall add or remove problems from the list when there is a relevant change to the client’s condition.
4. If client is open to another provider, which has an already established Problem List, the new program will not need to complete a new Problem List. However, the new program shall review the most current Problem List with client for accuracy.
5. If no changes are needed to the Problem List, providers shall create a progress note in CCBH indicating the Problem List was reviewed and remains unchanged.
6. A Problem List must be in place to cover medication only services.
7. A Problem List is not considered valid until it is signed and final approved.

**DOCUMENTATION STANDARDS:**

1. Programs shall open a new Problem List assessment once the Diagnosis Form is accurate and up to date, as the current Diagnosis Form will populate into the new Problem List.
   1. Note: The Diagnoses within the Problem List cannot be updated/changed within the Problem List itself. If needing to add a diagnosis, it must be added by the appropriately credentialed staff through the Diagnosis Form. Once done, the Problem List can be re-opened and the new Diagnosis will populate on the form.
2. If Social Determinant Codes are being added, the individual must include a start date, along with their name and job title.
3. If adding to the comments section, before the comment, the individual shall add the date, program unit/subunit and server ID to ensure accuracy of entry.
4. When ending a Social Determinant Code, enter the end date, along with the name and job title.
5. A Problem List that is not final approved is at risk for deletion by another server.
6. Paper Problem Lists are only to be completed when the EHR is not accessible, and the expectation is that the information on those forms is entered into the EHR as promptly as possible.
7. If a Problem List is completed by a clinician and given to an Admin staff for entry into the EHR, it must be signed with printed name, ID, and Credential.

\*\*Note: Programs within the CYF SOC must verify that all training requirements have been met in order for an LPCC/PCI to provide services to youth and families.