



Documentation Resource Guide



*** Disclaimer *** Disclaimer *** Disclaimer *** Disclaimer***

1. The materials contained in this presentation do not constitute direct legal advice and is for information purposes only.
2. The purpose of this information is to provide assistance to sub-contractors by clarifying and offering some basic guidelines related to documentation of services.
3. The information is provided ONLY for subcontractors of Transformations, LLC.
4. The information is subject to change.

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*** Important *** Important *** Important *** Important***

1. Managed Care Organizations (MCOs) are not always specific with requirements. For example, Medicaid states the length of the progress note should correspond with the length of the session, however Medicaid does not explicitly state how many sentences constitutes a one hour session, two hour session or a three hour session; therefore specific answers to some requirements are not always available, so use your best judgement.
2. Some therapeutic interventions require certification such as EMDR, play therapy and art therapy. If you are not credentialed in a specific treatment intervention then you are not able to use the term “interventions” in your documentation. Therefore if you are not credentialed, yet you use skills related to a credentialed intervention, use “technique” when documenting the service.

*** Important *** Important *** Important *** Important***

Audits: Get Used To It

In the New, Double New, New World, Renewed World, New Again World we must balance **privacy** (hippa) **demands** with **payor** (5 MCO's) **demands**



WHAT DO MCO'S LOOK FOR?



- **Medical Necessity** - <http://www.lrc.ky.gov/kar/907/003/130.htm>
- **Level of Care** - Does the service match the need?
- **Engagement** - Is the adult/child participating?
- **Interventions** - A generally accepted form of practice that can reasonably be expected to produce intended results whereas the benefits outweigh the risks.
- **Reaction/Response** to treatment - Is the adult/child implementing and/or following treatment recommendations?
- **Outcomes** - Is the identified patient benefiting?

WHAT DO MCO'S LOOK FOR?



The Golden Thread

Assessment



Treatment Plan



Progress Note

Are these connected???

What Do We have Working for Us?

The CAFAS and MC+ progress note: Assessment, Treatment Plan, Problem, Goal, Measurable Outcomes, Status Update, Intervention, Response and Plan



Reminders and minor adjustments needed, not major changes

*** Reminders *** Reminders *** Reminders *** Reminders ***

CAFAS Treatment Plan

1. Use the **template** to complete the tx plan.
2. Diagnosis should be listed as an **ICD-10 code**.
3. Complete the section on the template related to **medication**. If medicine is not prescribed, then mark not applicable.
4. Do not leave any section blank. Use “**No problem**” or “**Defer this problem**” where appropriate.
5. The **crisis plan** should relate to the context; therefore the crisis plan for school should relate to a school setting.

*** Reminders *** Reminders *** Reminders *** Reminders ***

Problem/Goal/MO Reminders

Problem/Goal - Enter the **problem AND goal** in this section.

Measurable Outcome - Is the client getting better or regressing? Track recent symptomology in this section.

Problem: She has moderate to severe episodes of anxiety and depression.

Goal: She will reduce episodes of anxiety and depression from 7 x week to 5 x week with no more than moderate severity.

Measurable Outcome: Client self reported over the weekend she experienced anxiety as “7” on a scale of 1 to 10 with 10 being severe.

Problem/Goal/MO Reminders

Measurable Outcome - Examples

“Two episodes of hoarding food since last session.”

“He had 5 acts of impulsivity with mild to moderate intensity this week.”

“No report of physical aggression this past week.”

“Several appropriate expressions of feelings during session.”

Intervention Section

Intervention Section - Modality, Code Definition and Symptoms

Remember the definition of psychotherapy? Identify and alleviate emotional disruptions, maladaptive behaviors and contributing factors. Encourage personal growth and development through coping and problem solving skills.

“Therapist used an Emotionally-focused approach for the purpose of identifying and externalizing feelings associated to past abuse in order to alleviate symptoms related to post traumatic stress.”

Intervention Examples

Intervention Section - Modality, Code Definition and Symptoms

EXAMPLES

“Therapist used cognitive-behavioral therapy to assist her/him with identifying irrational thinking and expressing feelings related to parent’s decision to alleviate symptoms related to oppositional/defiant behaviors.”

“Utilized play therapy techniques to assist client with growth and development by practicing expressing emotions in order to reduce impulsivity that results in anger outbursts.”

“Engaged client in narrative therapy to continue developing her alternate story as capable and mature to reduce contributing factors to sad and anxious behaviors.”

Modality Descriptions

Art Therapy

- process themes of grief and loss
- increase sense of self-concept to improve interactions and safe relations
- utilizing sensory integration to increase impulse control and verbal skills
- to assist with processing thoughts about how she handles other people's anger and use these observations to improve reactions to triggers

Cognitive-behavioral

- to increase communication and assess family dynamics and patterns of interactions
- provided role playing so client could explore alternative responses to...
- utilized role-playing to provide hypothetical situations so client could practice newly acquired skills
- understanding the connection between her/his thoughts, feelings and behaviors
- for the purpose of externalizing thoughts and feeling rather than internalizing feelings, which results in explosive behaviors
- to work with client on accepting accountability for negative behavior

Modality Descriptions

Narrative therapy

- ...to continue developing his/her alternate story of self as capable and mature
- identified exceptions to the problem saturated story of self
- ...in determining which way the character broke the 3 anger rules and when the character could have turned the anger into more positive behavior

Structural therapy

- for the purpose of modeling appropriate roles, rules and boundaries within an adult-child relationship
- to improve and optimize communication in order to express needs, establish boundaries and help regulate client's affect

Behavioral therapy

- to model and reinforce basic rules to strengthen boundaries and promote safety

Emotionally-focused therapy

- ...to assist with her/him with expressing feelings related to parent's decision

Modality Descriptions

Client-centered therapy

- to follow her lead in play in order to build rapport and create an opportunity to for her to share and process thoughts, feelings and behaviors

Motivational Interviewing

- to increase parent's belief in her ability to respond to and use interventions to affect positive change in behaviors
- to help her identify why caregivers are setting limits on relationship with boyfriend

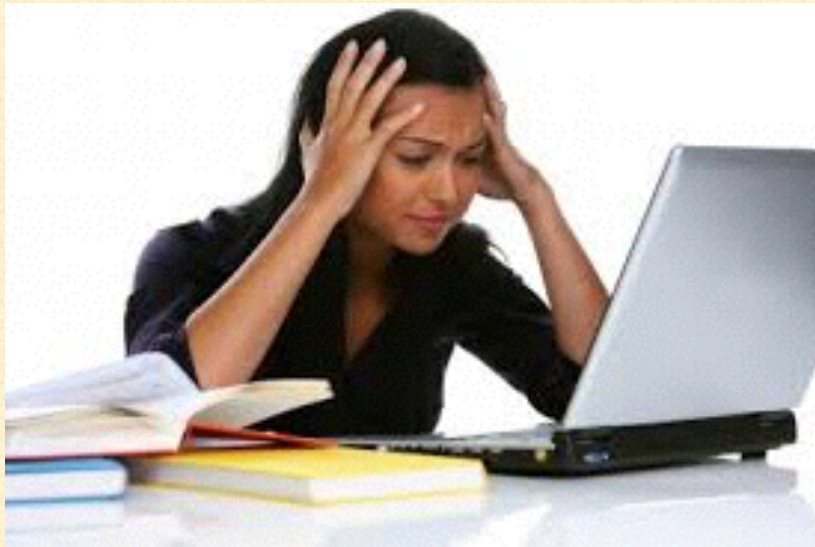
Interpersonal therapeutic interventions

- to work with client on building therapeutic rapport to optimize client's cooperation in the treatment process

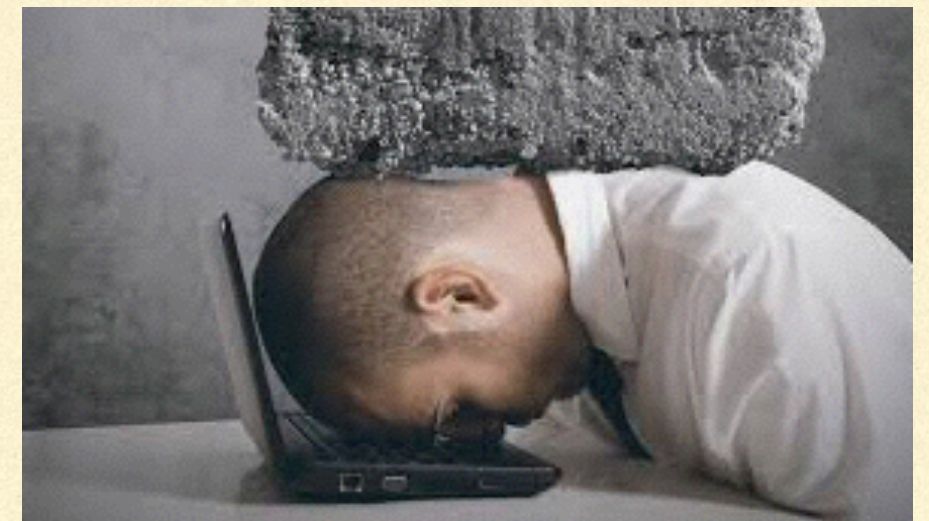
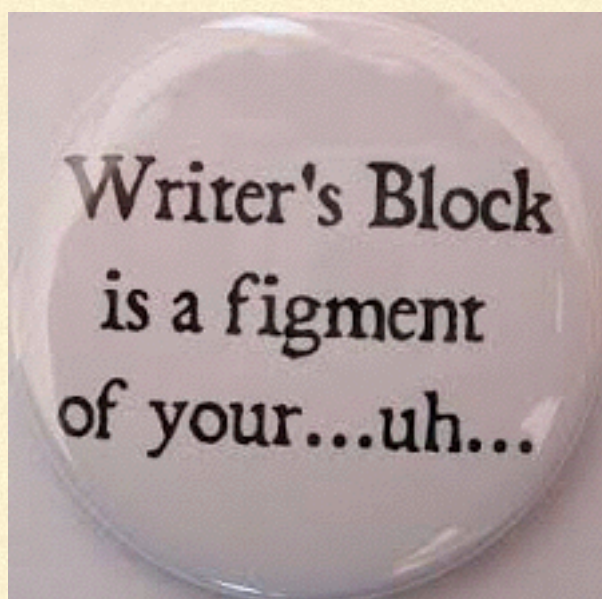
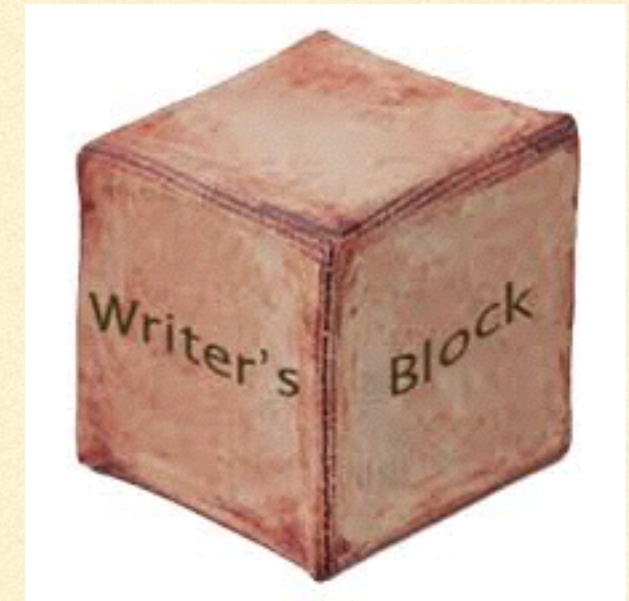
Play therapy techniques

- utilized play therapy intervention to discover communication style and identify maladaptive behavior patterns

The Response Section aka Writers Block Can Happen Here

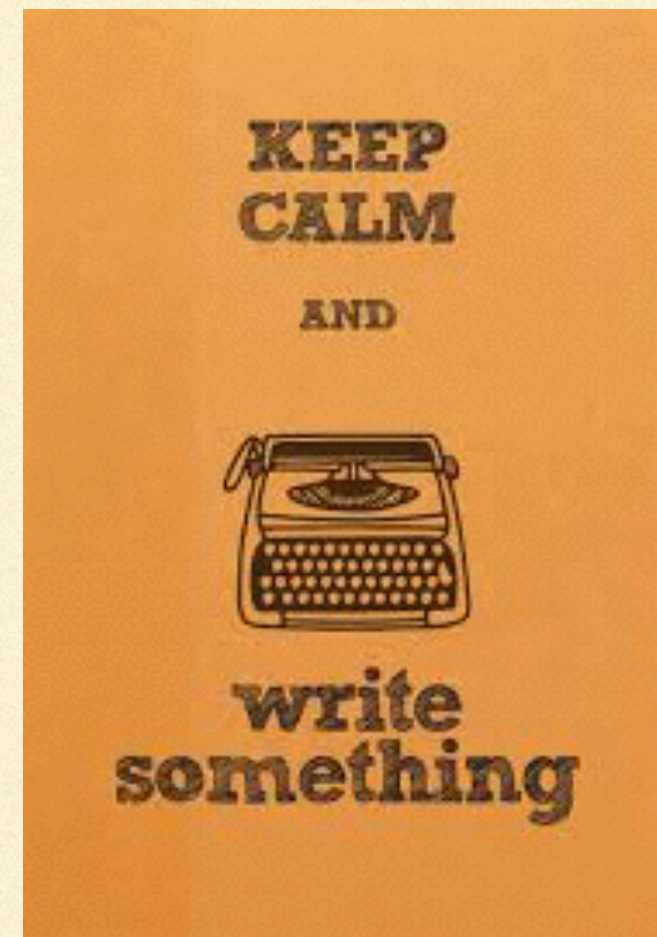


Writer's Block:
When Your
Imaginary
Friends Won't
Talk To You



The Response Section aka Writers Block Happens Here

Things to consider adding to your repertoire in the response section



No not that!!

Response Helpful Hints

Level of Engagement and Participation - You might consider documenting engagement, follow through with treatment recommendations and occasionally medication regimen.

(For folks that are minimalists, just adding this to the response section can easily increase the length of the note.)

Response Section - **Engagement** and **Participation**

EXAMPLE

“S/he was **difficult to engage** throughout the session and exhibited inattention.”

“Discussed **follow through with recent treatment recommendations** and...”

Response Helpful Hints

Level of Engagement and Participation - You might consider documenting engagement, follow through with treatment recommendations and occasionally medication regimen.

(For folks that are minimalists, just adding this to the response section can easily increase the length of the note.)

Response Section - **Engagement** and **Participation**

EXAMPLE

“S/he was **easily engaged and participated well** throughout the session.”

“Mother shared that s/he has been **inconsistent with medicine** this past week.”

Response Helpful Hints

Transitions - Just as there are phases of treatment (beginning, middle and end) there are phases of the treatment session (beginning, middle and end). How did s/he transition into and out of the work? Did you do anything to help him/her transition?

(For folks that are minimalists, just adding this to the response section can easily increase the length of the note.)

Response Section - Transitions

EXAMPLE

“Initially she was on her cell phone and had a **difficult time transitioning** off the phone and into the session. She had to be prodded multiple times.”

“After the solution-focused work we engaged in play techniques to **assist her with transitioning out of the session** while maintaining rapport.”

Response Helpful Hints

How will you use data from current session for future sessions OR what occurred as a result of what you did

(For folks that are minimalists, just adding this to the response section can easily increase the length of the note.)

Response Section - In Response to... As A Result Of...

EXAMPLE

“**In response to** her reactions today therapist will...”

“**As a result of client’s response**, BHP has an understanding of client’s hesitancy about sharing information and taking on other’s perspective.”

Response Helpful Hints

How will you use data from current session for future sessions OR what occurred as a result of what you did

(For folks that are minimalists, just adding this to the response section can easily increase the length of the note.)

Response Section - In Response to... As A Result Of...

EXAMPLE

“**As a result** of this intervention BHP can formulate a plan to continue to process impulsivity and develop internal and external motivators for progress.”

“**In response to** her/his escalated behavior today therapist will focus more on self-soothing techniques in future sessions.”

TRENDS

- * Based on CAFAS scores most improvement occurs in the first 3 months of treatment
- * Goals, instead of recent symptoms, are placed in the Measurable Outcome section
- * Responses are often included in the Intervention Section



TREATMENT PLAN REMINDERS



**Use the treatment plan template
ICD-10 codes and Medication
regimen should be included**

**The crisis plan for school should
include strategies that pertain to
school**

**Do not leave any section blank,
use “Defer this problem” or “No
problem” where appropriate**

Therapeutic Models and Interventions

All Providers are encouraged to read and review “Therapeutic Models and Interventions” in the Transformations Library



Transformations would like to thank all who participated by providing feedback during the internal audit reviews.

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