



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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Memorandum

Date: October 1, 2012

To: All Providers

From: Kyree Klimist, ACBHCS, QA Associate Administrator

RE: Progress Note Timeline for Completion

ACBHCS Quality Assurance Department has revised its policy regarding the timeline for progress note completion to better support the various needs of contracted providers within the Mental Health Plan.

ACBHCS considers progress notes written within one working day of the Date of Service (DOS) as the standard clinical practice. When this is not possible, progress notes written after one working day should be documented as a "late entry" and signed the day of that entry. Be sure the DOS is on the note as well.

In cases where a supervisor's signature is required, it is in keeping with general standards of care, that supervisors finalize progress notes within 5 working days of the DOS. This provides time for supervisors to review and sign notes which require an LPHA signature.

If there is a pattern identified in which an agency's progress note documentation is late beyond 5 working days, the Quality Assurance Department will work with providers to develop a plan to bring the provider in accordance with acceptable standards of clinical care. In cases where it appears further incentives are required, disallowances may be applied.

If you have any questions, please email Michael De Vito, ACBHCS QA Specialist at mdevito@acbhcs.org or (510)567-8139.

