

PATHWAYS TO WELL-BEING INDIVIDUAL PROGRESS NOTE/ ICC NOTE

2017

- WHEN:** The ICC Progress note can be used to document any ICC service, and it must be used when documenting a Child and Family Team (CFT) Meeting.
- ON WHOM:** All youth identified within Pathways to Well-Being as Enhanced Services (Sub-Class) and all youth receiving Intensive Care Coordination (ICC) can have these services documented on the ICC Note.
- COMPLETED BY:** Staff delivering services within scope of practice. Co-signatures must be completed within timelines.
Note: When more than one staff member provides ICC services, each staff member is required to complete an ICC note. Note must include identification of the staff member's unique role/function/contribution, demonstrate medical necessity of the service, and time billed is clearly substantiated.
- MODE OF COMPLETION:** Data must be entered into the Electronic Health Record (EHR). Day programs will document in the paper chart.
- REQUIRED ELEMENTS:** The following elements of the ICC Note must be addressed, including:
- Service Indicators
 - Provided To: "T" for Child and Family Team Meeting
 - Place: where service took place
 - Outside Facility: only codes for schools and hospitals required
 - Contact Type: "F" for Face to Face or "T" for Telephone
 - Appointment Type: "1" for Scheduled or "2" for Unscheduled
 - Type of ICC (CFT Meeting **or** type of Care Coordination Activity specifying if a TDM, IEP, Wrap meeting, type of case management or collateral activity)
 - Participants (for CFT Meeting, should identify role of each participant)
 - Intervention (what was done as related to Engagement, Assessment/Evaluation, Plan Development/Revision, Referral/Follow up Activities, Transition)
 - Response/ Observed Behavior (what are the high risk behaviors that meet medical necessity; response to intervention; how did behaviors/mood change)
 - Progress Toward Plan Goals/ Objective (includes goals towards safety, permanency, well-being, and transition plan)
 - Plan (outline next steps to be taken by team members)

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When Applicable include:

- Additional Information
- Traveled To (document location traveled to according to the travel time documentation guidelines outlined by QI)

COMPLETE THESE ADDITIONAL FIELDS WHEN USED AS CFT MEETING NOTE:

Child Family Team meeting must occur within first 30 days of determining eligibility and at a minimum every 90 days and be captured in CCBH for all program types

- Name of the Care Coordinator (CC) (name of the primary staff that serves as the official CC, include the affiliation/program)
- Date when the CFT Progress Summary and Action Plan was offered to youth, caregiver and Protective Services Worker
- Date when the CFT Meeting note was offered to youth, caregiver, and Protective Services Worker
- Date of Initial Treatment Session (for current treatment episode)
- Total Number of attended and missed therapy sessions
- Dates of missed sessions
- Reason for missed sessions

BILLING:

After rendering an ICC service, a progress note is to be completed and final approved. Multiple members of the CFT Meeting may bill for their role in the meeting including active listening.

NOTES:

Safety, permanency, and well-being are the motivation behind ICC services. Documentation should reflect these goals. ICC (Service Code 82) is **excluded** from the UM process.