**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.

**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 (include permanency and safety goals and transition plan)
* Plan

When Applicable include:

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

If using the template as a CFT Meeting Note, also include:

* 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 whenthe 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.