

# PATHWAYS TO WELL-BEING INDIVIDUAL PROGRESS NOTE/ ICC NOTE

2014

- WHEN:** The ICC Progress note will be used to document any ICC service, including Child and Family Team (CFT) Meetings, at every service contact where a progress note entry is required.
- ON WHOM:** All clients identified within Pathways to Well-Being as Enhanced Services (Sub-Class) that are receiving Intensive Care Coordination (ICC) will 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 services, one staff member may write the progress note for all staff; but the unique role/function/contribution of each staff member participating must be documented.
- MODE OF COMPLETION:** Data must be entered into the Electronic Health Record. Day programs will document in the paper chart.
- REQUIRED ELEMENTS:** The following elements of the ICC Note must be addressed, including:
- Type of ICC (CFT Meeting **or** type of Care Coordination Activity)
  - Participants (if CFT Meeting, should identify role of each participant)
  - Intervention
  - Response/ Observed Behavior
  - Progress Toward Plan Goals/ Objective (include permanency and safety goals and transition plan)
  - Plan
- When Applicable include:
- Additional Information
  - Traveled To Location
- If using the template as a CFT Meeting Note, also include:
- Name of the Care Coordinator
  - Date the CFT Meeting note was offered to Youth, Caregiver, and Protective Services Worker
  - Date of Initial Treatment Session
  - Total Number of Attended and Missed Therapy Sessions
  - Dates of Missed Sessions
  - Reason for Missed Sessions

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**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.

**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.