2023

County of San Diego Mental Health Plan Therapeutic Foster Care (TFC)

Daily Progress Note

COMPLETED BY:

Certified TFC Parent

REVIEWED AND CO-SIGNED BY:

TFC Clinical Lead designated as one of the following:

- 1. Licensed/Waivered Psychologist
- 2. Licensed/Registered/Waivered Social Worker or Marriage and Family Therapist
- 3. Licensed/Registered Professional Clinical Counselor
- 4. Physician (MD or DO)
- 5. Nurse Practitioner

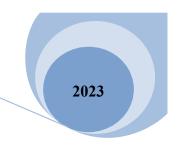
COMPLETION REQUIREMENTS:

- 1. TFC Daily Progress Note is completed by the TFC Parent in the CCBH Electronic Health record within 24 hours of the service**
- 2. TFC Daily Progress Note is reviewed by the TFC Clinical Lead within 48 hours of when note is entered in the CCBH system**
- 3. If no corrections are needed, the TFC Clinical Lead co-signs and Final Approves the TFC Daily Progress Note in the CCBH system
- 4. If corrections are needed, the TFC Clinical Lead will inform the TFC Parent of corrections. Corrections are required to be completed by the TFC Parent within 24 hours of receipt**
- 5. Prior Authorization must be obtained before TFC services are initiated, and a continuing request must be authorized prior to providing services once the initial request expires
- 6. TFC Daily Progress Notes will **not** be eligible for reimbursement in the following circumstances:
 - TFC Daily Progress Notes submitted without Prior Authorization from Optum
 - TFC Daily Progress Notes submitted during a week when there is <u>no</u> 1:1 meeting between the TFC Parent and TFC Clinical Lead**

DOCUMENTATION STANDARDS:

The following elements of the TFC Daily Progress Note form must be addressed

- Client Information
 - Must include name, Case #, Date of Service and Program Name
- Day of the Week
 - Must include Day of the Week that the Service was provided
- Concerns/ Risk Behavior(s):
 - Select box(es) to indicate concern(s)/ risk behavior(s) and describe in space provided
- Presentation:
 - Include observations of child/youth's behaviors, mood, antecedent(s), including target behaviors as well as appropriate/inappropriate behaviors and interactions
- Intervention:
 - Describe strategies used to address the target behavior based on proposed interventions identified in the client plan and reasoning for use of strategy



• Youth Response

• Describe how the youth responded to the specific interventions used by the TFC Parent

Next Steps:

• Planned action steps by caretaker or beneficiary, collaboration with beneficiary, collaboration with other provider(s)

• Signature/Title/Credential

- TFC Parent electronically signs TFC Daily Progress Note in CCBH
- TFC Clinical Lead electronically provides co-signature in CCBH

Paper TFC Progress Notes are only to be completed when the electronic health record is not accessible

^{**}TFC Provider established timelines and therefore TFC Provider may issue written exceptions but must adhere to Medi-Cal and County established timelines.