

## MonDay CCI

### COMPLETENESS OF CLIENT RECORDS REVIEW

Date:	
Resident ID Number:	
Reviewer:	

A monthly completeness of client records review of a least four residents of the program is reviewed retrospectively to determine if the record is completed. To pass, 90% of the criteria must be met. The following criteria are used to determine if the file meets the completeness of record standards.

#	Criteria	Yes	No	NA
	<b>Resident Care Plan</b>			
1.	Does ITP address the residents criminogenic needs based on the ORAS and did the clinician rank order them.			
2.	Does ITP address the residents responsivity needs?			
3.	Did ITP include all services delivered to resident?			
4.	ITP's reflect that motivational interviewing and cognitive behavioral interventions are used to address resident's needs.			
5.	Does the final ITP include the following:			
	a. Relapse Prevention Plan			
	b. Recommendations from the counselor			
	c. Linkages/referrals if appropriate			
	<b>Release of Information Forms</b>			
6.	Authorization to disclose forms are filled out completely.			
	<b>Diagnostic Summary</b>			
7.	Was there a recommendation from the screener for the resident to be evaluated for a possible diagnostic assessment?			
8.	Is there a progress note documenting the outcome of the evaluation (i.e. resident was recommended for a full diagnostic assessment or not).			
9.	If a full diagnostic was completed is it signed off by the clinician and by his /her supervisor if the clinician is not independently licensed?			
10.	Was the diagnostic completed within the timeframe allowed by MonDay's P&P.			

	<b>Termination/Continuity of Care Summary</b>			
11.	ORAS exit score included. If exit ORAS score is 5 points > or 5 points < the entrance score, the clinician staffed it with their supervisor and documented the outcome in the progress notes			
12.	Name of program resident is referred to for continued care services.			
13.	Summary of resident overall progress to include the prognosis for success.			
14.	Stage of change resident entered the program and the stage he/she is in upon exit.			
15.	Was the Summary completed by the clinician within the timeframe allowed by MonDays P&P.			
16.	If a diagnostic assessment was conducted is it included in the summary?			
	<b>Individual Session, Progress Notes &amp; Resident Files</b>			
17.	Individual sessions and progress notes are recorded in the timeframe allowed per policy			
18.	Two individual sessions per month are recorded			
19.	Evidence of Motivational Interviewing techniques are being used and are documented in the notes.			
20.	Evidence of Cognitive Behavioral counseling techniques are being used and are documented in the notes.			
21.	Starting dates for clinical classes (i.e. Orientation, T4C, Substance Abuse, etc.) are recorded in progress notes.			
22.	End dates for clinical classes (i.e. Orientation, T4C, Substance Abuse, etc.) are recorded in progress notes.			
	<b>Behavior Management System</b>			
23.	Does the record reflect the residents Phase progression?			
24.	Does the record reflect the incentives the resident earned?			
25.	Does the record reflect 4:1 ratio of positive rewards to negative reinforces?			
	Total			
	Note: More than 3 “no’s” = non compliant			

Circle one: File meets 90% compliance rate.	Yes: Compliant	No: Not Compliant
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Criteria that are marked as deficient, please explain:

Criteria #	Explanation of Deficiencies:

\_\_\_\_\_  
Signature of Reviewer                      Date

\_\_\_\_\_  
Signature of QA Coordinator              Date

**Clinician QA Review for Completeness of Client Record**

Note the review and outcome:

Criteria #	Actions Taken to Correct Deficiencies

\_\_\_\_\_  
Signature of Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of QA Coordinator

\_\_\_\_\_  
Date

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