



QRTIPS

Health Care Agency • Behavioral Health Services • CYS Quality, Review & Training

July 2014

Six Month Reviews

A six month review continues to be a requirement for all Children and Youth Service clients in the mental health plan to demonstrate good quality care.

Keep in mind that the six month review is an internal procedure of Children and Youth Services and not a DHCS requirement. If a six month review is not completed, nor done on time, claims are not subject to recoupment, nor does this require claims to be coded as non-compliant.

The six month review is a simple procedure that does not require extensive documentation and must be completed **6 months from the date the care plan becomes valid.**

A. For programs **still utilizing paper records** the following procedure is required:

- Complete a **progress note** summarizing the client's progress in treatment. Label the note as a 6 month review and code it as a billable assessment service.
- Update the master treatment plan (MTP) and sign it. List the date of the progress note referencing the 6 month review at the top of the MTP.
- On the **care plan** check the six month update box, write a brief update (met, not met or in progress) on each of the objectives and list the date of the 6 month review progress note on the adjacent line.

B. FOR COUNTY EHR PROGRAMS ONLY. For COUNTY EHR programs now using **the Electronic Health record**, the following procedure is required:

- Complete a progress note summarizing the client's 6-month progress in treatment and code it as a billable assessment service.
- **If applicable**, the care plan should be updated if needed and this update can only be done by the Care Plan Coordinator.
- **If applicable**, the diagnosis and problem may be updated using the **BH Diagnosis form** in the **PowerForms widget**.
- **Remember when changes are made to the diagnosis or care plan the chart must be oriented to the MHP Tx EOC FIN #.**

**** Two possible options are available to set up reminders regarding the due dates of the 6 month review (or any other review):

1. Clinicians can schedule 6 month reviews in the **SCHEd program** under the non-scheduled activities column.
 - In SCHEd go the month that the 6 month review is due.
 - Schedule the 6 month review and in the "comments" section label the appointment as "6 month review".
 - The six month reviews will then appear in the main appointment calendar labeled as 6 month reviews. Non-scheduled activities can be scheduled simultaneously with regular client appoints and will appear on the main appointment screen.
 - When you are ready to complete the 6 month review check in the client, complete the registration conversation and complete the 6 month review progress note.
 - Make reference to the 6 month review in the "Purpose of Visit" section of the progress note.

SCHED reminder option

The image displays two screenshots from the SCHED software interface. The top screenshot shows a calendar view for the week of June 23-27, 2014, for patient 'zzztest, bhs'. The bottom screenshot shows a detailed appointment list for the date 06/25/2014, also for patient 'zzztest, bhs' at resource 'Kerckhoff, Carl M'.

Appointment List (from bottom screenshot):

Time	Name	Duration	Description	Comments
08:00				
09:00	zzztest, bhs	01:30		Family Therapy Session
09:15				
09:30	Zzztest, Swooole	01:00		6 month review
10:00				
10:15				
10:30	Zzztest, Gabriela	01:00		Family Treatment
11:00				
11:15				
11:30	Zzztest, Swooole	01:00		6 month review
12:00				
12:15				
12:30	Zzztest, Gabriela	01:00		6 month review
13:00				
13:15				
13:30	Zzztest, Swooole	01:30		Individual Therapy
14:00	zzztest, bhs	01:00		6 month review
14:15				
14:30				
14:45				
15:00				
15:15				
15:30				
15:45				
16:00				
16:15				
16:30				
16:45				
17:00				
17:15				
17:30				
17:45				
18:00				
18:15				
18:30				
18:45				
19:00				

2. Messaging reminder option

An alternative method is to send reminders about the 6 month review in the **internal messaging system** of the EHR.

The messaging system allows notifications to be sent at any time in the future. PHI is protected since the messaging system is internal to the EHR. Please see the following screenshot.

