



MENTAL HEALTH DEPARTMENT DIRECTIVE NO.: 2014-01

DATE: 06/01/2014

TO: County clinics & Outpatient contract Agencies

SUBJECT: TCP – Narrative Summary Guidelines

Effective: Immediately

Reference: Transformational Care Planning Curriculum

The completion of the Narrative Summary is a required process of the Santa Clara County Transformational Care Planning initiative. The process of including a clinical formulation in our work with individuals/families is considered a best practice. As we move forward with implementation of Transformational Care Planning it is critical to understand that all services provided in our system must be documented in accordance with the standards set forth in the California code of regulations (Title IX), the State Department of Health Care Services letters/notices, the Santa Clara County Mental Health Department's Policies and procedures, Directives, Memos, and Documentation Manual.

Billing the Narrative Summary:


The Narrative Summary is intended to bridge the clinical work of the assessment with the treatment planning process. The writing of the Narrative Summary is not billable as a stand-alone service and must be billed as part of an assessment activity. The Santa Clara County assessment documents have been updated to include a Narrative Summary section. This additional section (NS) must be included in the assessment form effective July 1, 2014. The *presentation* of the Narrative Summary to the individual and/or family must be billed in conjunction with a plan development service.

Documentation of the Narrative Summary:

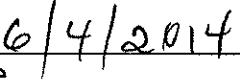
Training to Transformational Care Planning has been ongoing within our department and details regarding the content of the Narrative Summary can be located in the training curriculum. A clinical hypothesis in the Narrative Summaries that only repeat

information obtained from the assessment and do not include a clinical hypothesis will be out of compliance.

If you have any question, you may contact the Quality Improvement Department at (408) 793-5894.



Nancy Pena, Ph. D.
Department of Mental Health Director



Date

Attachments: 1) Initial Mental Health Assessment
2) Mental Health Update Assessment