Santa Clara Valley Health & Hospital System
Department Of Alcohol & Drug Services Adult System of Care

TREATMENT STATUS REPORT FORM
Frequently Asked Questions

1. Why do I have to send TSRs?

Referring agencies/parties make critical decisions regarding your clients based on the information you provide in a Treatment Status Report (TSR), decisions that often have profound consequences. For example, decisions to remand a client into custody, or to re-unite clients with their children, will be directly influenced by the promptness, accuracy, and quality of information you provide in TSRs.

Additionally, the Department of Alcohol and Drug Services has made a commitment to collaborate and use the TSR to communicate about our mutual clients with the various referring agencies in the community. The Department takes that commitment very seriously and has developed specific guidelines about when and how they are sent.

The TSR is used for the purpose of communicating relevant facts about the client's treatment. Take care not to give "opinions" about the client.

2. Who should send TSRs?

Gateway, Counselors, and Case Managers generate TSRs. **I**t is advisable that **Clinical Supervisors** review TSRs for appropriateness of content and legibility before they are sent.

3. When should TSRs be sent?

TSRs should be sent at regular intervals throughout a client's treatment episode (generally to coincide with Court appearances) ***AND*** when the client:

- Completes a treatment Intake appointment at a Provider site
- Is referred/transferred to a different Provider site for continued treatment
- Makes a significant change (negative or positive) in treatment progress
- Completes/terminates a treatment episode in the DADS System

Note: For parolees, a TSR must be sent to the client's Parole Agent immediately if the client fails to show for an Intake appointment and/or leaves treatment before completion.

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4. **Where should TSRs be sent?**

For all Criminal Justice referrals (Criminal Courts, Criminal Drug Treatment Court, Department of Corrections, Pre-Trial, Probation, and Parole):

The fax number/mailing address can be found on the Pre-Trial or Probation Referral Form, Court documents, or the roster of Criminal Justice fax/telephone numbers maintained at each Provider site. The client must provide necessary contact information. If unsure of an addressee's contact information, ask the client or call the appropriate criminal justice agency.

For Juvenile Dependency Court/Social Service Agency/Child Welfare Department referrals:

All TSRs should be sent to the client's Social Worker. The client must provide the necessary contact information.

For all Juvenile Dependency *Drug Treatment Court* (DDTC) and Family Wellness Court (FWC) referrals:

All TSRs should be sent to the DDTC office.

6. **What are "PFN" Numbers, "Case Numbers" and "CDCR Numbers"; why are they so important?**

PFN (Personal File Number), CJS (Criminal Justice System) Case numbers and CDCR (CA Dept of Corrections and Rehabilitation) are necessary identifiers in a client's legal proceedings. They are assigned by the Criminal Justice System to identify a client (PFN), (CDCR) and a client's particular case (Case Number).
It is important to include as many of these identifiers as possible to ensure the court receives an account of the client's progress.

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7. How or where can I obtain the client's "PFN" and "Case Numbers"?

The **client**, not the counselor, is ultimately responsible for obtaining and providing these numbers.

If the client does not have this information at intake, counselors should:

- Inform the client that a report to the referring party (judge, probation officer, pre-trial officer, parole agent, social worker, etc.) cannot be made UNTIL the client provides this required information.

- Have the client obtain the information from his/her probation or parole officer, from the Substance Abuse and Crime Prevention Act (SACPA) Assessment Center, or from the Clerk's Office on the first floor at 70 West Hedding Street in San Jose, whichever is most applicable.

- Give the client a copy of the first TSR to hand-carry to the referring party, but instruct the client to obtain the PFN and/or Case number(s) at that court appearance/PO/Pre-Trial appointment. TSRs should be faxed to the referring party (at least 24 hours and preferably 48 hours) in advance of the client's court appearance or CJS appointment.

8. How should TSRs be distributed?

- Original is retained with the client's assessment documents and/or chart
- A copy is faxed to the referring party/parties
- A copy is provided to the client:
  - if the client has a court date within a week or
  - if the client requests a copy
- Gateway faxes a copy with the client's Referral for Service to the court.