Treatment Status Report Form

Policy & Procedure 410

POLICY

Many clients are referred to the System by outside agencies, such as: Criminal Courts; Department of Corrections; Pre-Trial, Probation, and Parole Agencies; the Social Services Agency; Family Court, and the Juvenile Dependency Court. Service Providers in the System collaborate and communicate with these referring agencies about their mutual clients, using a standardized form. DADS does not permit other types of status reporting, such as personalized letters written by counselors.

PROCEDURE

All Tx Providers

The Treatment Status Report (TSR) Form is the standard tool for this communication process. It is used to report to the involved parties, on a regular basis, about a client's progress in treatment. It is also used to report any changes in a client's treatment status, i.e., when a client completes an assessment appointment, enters treatment, changes level of care or treatment site, or leaves treatment.

Assessors (e.g. DDTC) initiate a Treatment Status Report Form when a client completes the assessment appointment. **Counselors and Case Mangers** initiate the form when:

- A client who was screened by Gateway is admitted to their site
- *At regular intervals throughout the client's treatment episode*
- Generally to coincide with court appearances
- Any time there is a change in the client's level of care, treatment site, or progress in treatment
- After the client has excessive absences
- If the client withdraws from treatment against staff advice
- When the client leaves treatment

ALL TSRs:

- Must indicate the client's Date of Birth, and PFN, CJS Case, and/or CDCR number(s), as is applicable
- Must be completed in a timely manner, 24 to 48 hours after an event that would require the initiation of a TSR, **OR**
- 48-72 hours prior to a client's court date
- Must be THOROUGHLY completed, so that all boxes/blanks and dropdowns are filled with the most current client information
- Must be sent only when accompanied by a valid consent form
- Have the option to be "signed off" by the agency clinical supervisor (this is determined by each providers' internal policy

All Tx Providers Con't

Each time a new TSR is generated to report a change in the client's status, it is important to also update client identifiers (such as PFN/CDCR/CJS Case numbers, court date information and the like). Provider information should be updated on each TSR, including the Provider's name, phone number, case numbers, pending court dates, etc.

When completing the "Treatment Status Information" section of the TSR, use the 'drop down menus' that are provided in the boxes (See Attachment B for information provided in the drop down menus). There is a section for "Comments" where the initiator can write in specific information about the client if desired. This section is for the purpose of communicating relevant facts about the client's treatment. Take care not to give "opinions" about the client.

Any time the TSR form is faxed to someone, the name of the person to whom it is faxed, the person's fax number, and the date the fax is sent must be recorded. This information will be of assistance if/when the intended recipients report they have not received Treatment Status Reports.

See 4-410 Attachment A for Frequently Asked Questions about the TSR.
See 4-410 Attachment B for instructions on filling out the TSR Form.