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[**Introduction and Searches**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20I%20Introduction%20and%20Searches.mp4) **– 1 Hour 27 Minutes**

**00:00:00** – Login, Relationship between CG and InSyst, User Settings – **26 Minutes**

[**00:26:05**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20I%20Introduction%20and%20Searches.mp4#t=00:26:05) – Client Search: Global Search – **12 Minutes**

[**00:38:10**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20I%20Introduction%20and%20Searches.mp4#t=00:38:10) – Client Search: Advanced Search – **8 Minutes**

[**00:46:15**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20I%20Introduction%20and%20Searches.mp4#t=00:46:15) – Services Search – **11 Minutes**

[**00:57:00**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20I%20Introduction%20and%20Searches.mp4#t=00:57:00) – Staff Search: Global Search – **5 Minutes**

[**01:02:20**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20I%20Introduction%20and%20Searches.mp4#t=01:02:20) – Staff Search: Clinical Administrator Access – **3 Minutes**

[**01:05:20**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20I%20Introduction%20and%20Searches.mp4#t=01:05:20) – Search and Tag – **22 Minutes**

[**Entering Notes and Forms**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4) **– 1 Hour 37 Minutes**

**00:00:00** – Form/Note Entry – **28 Minutes**

[**00:28:20**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4#t=00:28:20) – OS/IOS and Residential Forms: Initial Medical Necessity – **10 Minutes**

[**00:38:55**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4#t=00:38:55) – OS/IOS and Residential Forms: Intake Assessment – **6 Minutes**

[**00:44:10**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4#t=00:44:10) – OS/IOS and Residential Forms: Justification for Continuing Treatment; Client Shortcuts – **4 Minutes**

[**00:48:10**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4#t=00:48:10) – Progress Note Single Service – **14 Minutes**

[**01:02:15**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4#t=01:02:15) – Review Required Procedure – **7 Minutes**

[**01:09:20**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4#t=01:09:20) – Entering Reporting Unit in Notes – **3 Minutes**

[**01:12:05**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4#t=01:12:05) – Drug Test – **7 Minutes**

[**01:19:50**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4#t=01:19:50) – Court Progress Report – **7 Minutes**

[**01:26:00**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20II%20Entering%20Notes%20and%20Forms.mp4#t=01:26:00) – Discharge Plan/Discharge Summary – **11 Minutes**

[**Treatment Plans**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20III%20Treatment%20Plans.mp4) **– 52 Minutes**

**00:00:00** – Treatment Plan – **27 Minutes**

[**00:27:35**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20III%20Treatment%20Plans.mp4#t=00:27:35) – Rejecting/Approving Treatment Plan – **5 Minutes**

[**00:32:45**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20III%20Treatment%20Plans.mp4#t=00:32:45) – Client Signature for Treatment Plan – **5 Minutes**

[**00:37:45**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20III%20Treatment%20Plans.mp4#t=00:37:45) – Searching/Revising Treatment Plan – 1**5 Minutes**

[**Residential and Group Notes**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20IV%20Residential%20and%20Group%20Notes.mp4) **– 1 Hour 14 Minutes**

**00:00:00** – Residential Specific Services: Daily Service Notes (RES) – **23 Minutes**

[**00:23:00**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20IV%20Residential%20and%20Group%20Notes.mp4#t=00:23:00) – Residential Specific Services: Weekly Service Notes – **8 Minutes**

[**00:31:10**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20IV%20Residential%20and%20Group%20Notes.mp4#t=00:31:10) – Clerk Entering Data; Residential Specific Services: Daily Service Notes (WM RES) – **13 Minutes**

[**00:44:00**](https://www.acbhcs.org/providers/forms/docs/CG%20SUD%20Training%20Part%20IV%20Residential%20and%20Group%20Notes.mp4#t=00:44:00) – Group Notes (OS/IOS Staff) – **30 Minutes**