Alameda County Behavioral Health Care Services
Mental Health Services

CALWORKS INDIVIDUAL STAFF LOG

Confidential Patient Information
See Welfare & Institutions Code 5328

Service Date: _____

Reporting Unit: _____

Staff Name: _____

Staff Number: _____

REHABILITATION SERVICES RENDERED DOCUMENT
See back of form for these most commonly used procedure code definitions.

PROCEDURE CODES			
REGULAR		**REGULAR**	
336	Assessment CalWORKS	796	CalWORKS Engagement Fee
346	Individual CalWORKS	797	CalWORKS Initial Reporting Fee
356	Group CalWORKS	798	CalWORKS Follow-up Reporting Fee
366	Medication Support CalWORKS		
576	Brokerage Case Mgt CalWORKS		

Client Pregnant: (Y=Yes**)**   **Emergency:** (Y=Yes)
Note: Treating Staff: notate Y=Yes in CP if the client is pregnant and Y=Yes in ER if this is an emergency visit in the CP/ER shaded columns below. **Input Staff** can only enter pregnant or emergency visit "Y" code on the **Single Service Entry Screen ****.

Client Number	Client Name	Procedure Code	Input	Duration	Co Staff #	Duration	Group Count	Serv* Loc	CP**	ER**
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				
. . . .				:		:				

Evidence-Based Practices/Service Strategies : __ __ __ __ __ __ (DO NOT USE UNTIL FURTHER NOTICE)

*SERVICE LOCATION	6 = Satellite	13 = Age Specific Comm Ctr	19 = Res Care / Children
1 = Office	8 = Jail	14 = Client's Job Site	20 = Telehealth
2 = Field	9 = Inpatient	15 = Res Care / Adult	22 = Court
3 = Phone	10 = Homeless Emergency shelter	16 = Mobile Service	
4 = Home	11 = Faith based/ Church/Temple	17 = Non Traditional Serv	
5 = School	12 = Health Care/ Primary Care	18 = Other Community loc	

Data Entry Done by _____   Date _____

CalWORKS Individual Staff Log Form (10/05/06)

Procedure Code Definitions

336	**Assessment CalWORKS** Conducting a comprehensive psycho-social intake assessment; an analysis of the individual's functioning, strengths, problems, and needs. Assessment should specifically include identification of behavioral health related barriers to employment. Includes: *Plan Development*
346	**Individual CalWORKS** Individual, one-on-one counseling designed to reduce symptoms, improve functioning and assist the client in removing barriers to employment Includes: *Family counseling* *Couples counseling* *Psychometric Testing/Evaluation for SSI* *Crisis intervention*
356	**Group CalWORKS** Any therapeutic and/or educational group activities Classes (i.e. stress management, parenting, time management, etc.) Peer Support Groups
366	**Medication Support CalWORKS** Medication assessment, prescribing, administering, dispensing and monitoring of psychiatric medications. Providing medication education, evaluating the clinical effectiveness and side effects of medication, and obtaining informed consent.
576	**Brokerage Case Mgt CalWORKS** Monitoring clients' progress on treatment plan Communicating with SSA staff Communicating with family members, other service providers, doctors, Probation Officers, etc. Providing referrals and assisting individuals in accessing needed services Includes c*ollateral*
796	**CalWORKS Engagement Fee** Obtaining and faxing a Release of Information to SSA from a CalWORKs recipient.
797	**CalWORKS Initial Reporting Fee** Due within 5 days after appointment
798	**CalWORKS Follow-up Reporting Fee** Due on the 5th of each month