Alameda County Behavioral Health Care Services Mental Health Services

INDIVIDUAL STAFF LOG SERVICES DATA ENTRY FORM

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 the most commonly used procedure code definitions. Most Common InSyst MHS Procedure Codes			
REGULAR	Procedure Name	Short Name	
311	Collateral	Collateral	
381	Individual Rehabilitation	Ind Rehab	
391	Group Rehabilitation	Grp Rehab	
571	Brokerage Services/Case Management	Brokerage	
581	Plan Development	Plan Dev	

Client Pregnant (CL PR): (Y / N)
Y=Yes in CL PR if the client is pregnant

Emergency Flag (EM FL): (Y / N)
Y=Yes in EM FL if this is an emergency

		Procedure		Co		Group	Serv*	CL**	EM**
Client Number	Client Name	Code	Duration	Staff #	Duration	Count	Loc	PR	FL
			:		:				
			:		:				
			;		;				
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			:		:				

Evidence-Based Practices/Service Strategies: ___ _ _ (DO NOT USE AT THIS TIME)

*SERVICE LOCATION	6 = Satellite	13 = Age Specific Comm Ctr	19 = Res Care / Children
1 = Office	8 = Jail	14 = Client's Job Site	20 = Telehealth(only use for specific RU)
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

Procedure Code Definitions:

311	COLLATERAL - Contact with one or more significant support persons in the life of the Individual which may include consultation and training to assist in better utilization of services and understanding mental illness. Services include, but are not limited to, helping significant support persons to understand and accept the Individual's condition and involving them in service planning and implementation of service plan(s). Family counseling or therapy which is provided on behalf of the Individual is considered collateral. This includes Plan Development when provided on the same day as the service.
381	INDIVIDUAL-REHABILITATION - Rehabilitation service activity, including any or all of the following: assistance in restoring or maintaining an Individual's functional skills, daily living skills, social skills, grooming and personal hygiene skills, meal preparation skills, medication compliance, and support resources, counseling of the Individual and/or family, training in leisure activities needed to achieve the Individual's goals/desired results/ personal milestones, medication education. This includes Plan Development when provided on the same day as the services.
391	GROUP-REHABILITATION - Rehabilitation service activity, including any or all of the following: assistance in restoring or maintaining a group of Individuals' functional skills, daily living skills, social skills, grooming and personal hygiene skills, meal preparation skills, medication compliance, and support resources, counseling of the Individuals and/or family, training in leisure activities needed to achieve the Individuals' goals/desired results/personal milestones, medication education. This includes Plan Development when provided on the same day as the service.
571	BROKERAGE SERVICES - Activities provided by program staff to access needed medical, educational, social, prevocational, vocational, rehabilitative or other needed community services for eligible Individuals. Linkage and Consultation – Identification and pursuit of resources necessary and appropriate to implement the Individual Service Plan (ISP). Placement Services – Supportive assistance in the assessment and determination of need and in the securing of adequate and appropriate living arrangements including, but not limited to, the following: locating and securing living quarters and/or finding funding, pre-placement visit(s), related contract negotiations, placement, follow-up, and related supportive contacts with clients or others. This service includes Plan Development when provided on the same day as a primary service.
581	PLAN DEVELOPMENT - Any or all of the following: development of coordination plans and/or individual service plans, approval of plans, verification of medial or service necessity, and monitoring of the Individual's progress. This procedure may be used <u>only</u> when other linked services <u>are not</u> provided to the Individual on the same day.