

## BH Documentation Audit- Scoring Tool

	Administrative Information	Regulation/Citation/Basis for Clinical Standard
General Documentation	Name or Medicaid ID is listed on each document within the record	Colorado Code of Regulations 2 CCR 502-1 Section 21.290.54 Content of Record
General Documentation	Identification and demographic data documented	Colorado Code of Regulations 2 CCR 502-1 Section 21.290.54 Content of Record
General Documentation	Documentation is legible	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.2 Content of Records CMS Evaluation and Management Services Guide: <a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/eval-mgmt-serv-guide-ICN006764.pdf">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/eval-mgmt-serv-guide-ICN006764.pdf</a>
General Documentation	Documentation of consent to participate in services noted by member/guardian	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.2 Content of Records
General Documentation	Interpretation when needed is documented	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Date of services included in documentation	USCS Section X
Assessment	Start and end time of service or service duration	USCS Section X
Assessment	Place of service is present	USCS Section X
Assessment	Provider's dated signature and relevant qualifying credential. A title should be included where no credential is held.	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.210.3 Counselor and Individuals Receiving Services' Signatures
Assessment	Assessment Timeliness	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Chief Complaint/Problem Statement is present	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Client Strengths, skills, abilities, interests are documented	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Complete psychosocial history (social history) is documented	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Developmental history for clients < 18 y/o includes pre/perinatal events, physical/emotional/social/ intellectual growth & development, school adjustment & performance, typical activities & interests, behavior, motor skills, social skills, issues	2 CCR 21.190.3
Assessment	Assessment identifies cultural/spiritual factors that may impact treatment or the therapeutic relationship, or says none were identified.	2 CCR 21.190.3
Assessment	Psychiatric/Mental Health History is documented	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Medical history and necessity is documented. Physical findings including vital signs, normal/abnormal findings, subjective and objective info. Immunization information	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment, 1997 Documentation guidelines for Evaluation and Management Services
Assessment	Complete Mental Status Evaluation is documented	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Substance Use/Abuse History is documented	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Prescribed medication(s)	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Formal Risk Assessment/screen, including Suicide question and Homicide question, including Safety plan/crisis plan if applicable	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.2 Content of Records
Assessment	Behavioral Health Diagnoses with supporting evidence is documented	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment

Assessment	Readiness for Treatment /Admissions summary	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.3 Assessment
Assessment	Plan for next contact/Care coordination	USCS Section X
Treatment Plan	Timeliness of Treatment Plan	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.41 Service Planning Requirements
Treatment Plan	Treatment Plan Updates	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.42 Service Plan Revisions and Reviews
Treatment Plan	Treatment plan is individualized and culturally sensitive	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.41 Service Planning Requirements
Treatment Plan	Treatment plan is strength-based	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.41 Service Planning Requirements
Treatment Plan	Treatment goals are measurable, specific, objective, and realistic	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.41 Service Planning Requirements
Treatment Plan	Treatment interventions include specific types and frequency of services	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.41 Service Planning Requirements
Treatment Plan	Client Participation in Tx Plan	Colorado Code of Regulations 2 CCR 502-1 Section 21.190.41 Service Planning Requirements
Treatment Plan	Provider's dated signature and relevant qualifying credential. A title should be included where no credential is held. Tx plan is countersigned by the licensed supervisor of a non-credentialed provider	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.210.3 Counselor and Individuals Receiving Services' Signatures
Treatment Plan	Risk/harm/SI concerns are addressed in plan	Beacon provider manual, No RMHP Citation, All RAEs in agreement with this standard
Treatment Plan	Tx plan identifies agencies/other providers involved in client care along with the services they are providing.	CCR 502.1.21.190.2
Treatment Plan	Child's tx plan includes how family/guardian will be involved to address child's issues or reason why their involvement is inappropriate.	2 CCR 21.190.41 F
Treatment Plan	Discharge criteria established and discharge summary present when client is absent +30 days	CCR 21.190.61A
Progress Summary	Date of services included in documentation	USCS Section X
Progress Summary	Start and end time of service or service duration	USCS Section X
Progress Summary	Place of service is present	USCS Section X
Progress Summary	CPT code of service is documented	USCS, CCR 21.190.5
Progress Summary	Provider's dated signature and relevant qualifying credential. A title should be included where no credential is held.	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.210.3 Counselor and Individuals Receiving Services' Signatures
Progress Summary	Progress Summary refers to the goals and objectives from the Treatment Plan	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.5 Treatment Progress Documentation Requirements
Progress Summary	Includes the clinical intervention/treatment modality	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.5 Treatment Progress Documentation Requirements
Progress Summary	Member's response to intervention	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.5 Treatment Progress Documentation Requirements
Progress Summary	Progress towards goal is described in each note	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.5 Treatment Progress Documentation Requirements
Progress Summary	Plan for next contact/Care coordination	USCS Section X Colorado Code of Regulations 2 CCR 502-1 Section 21.190.5 Treatment Progress Documentation Requirements
Progress Summary	Notes address suicide risk as needed until risk is resolved.	All RAEs in agreement with this standard

Progress Summary	Evidence of documentation for no show appointments or drop out of services.	USCS Section IX (f)
Coordination of Care	For clients 18+, evidence that provider asked if client has Advanced Directive and offered educational information. (see Health First CO Rights and Responsibilities form).	CCR 502-1 Section 21.190.3
Coordination of Care	Provider assessed for health/services needs other than MH and made appropriate referrals. Documents follow up on referrals made.	CR 502-1-21.190.3 and 1997 Documentation guidelines for Evaluation and Management Services