

DATE: June 30, 2003

TO: Executive Staff
Managers
Program Supervisors
Authorized Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.,
Executive Director

RE: **EXECUTIVE DIRECTIVE 6 / 2003**
Reporting of Consumer Service Time

As directed in the current SAL Code Manual (October 1, 2000) all staff shall record actual time spent in face-to-face contact with a consumer in the "Time Spent" column of the Service Activity Log (SAL) and in the Progress Note when reporting service events, along with the code of the activity. Time spent in reviewing documentation and records and completing documentation related to the reported activity is to be recorded in the "Prep. & Rec. Time" column of the SAL.

Documentation related to time factors (SALs and Progress/Service Notes) will be audited on a regular basis by MCCMH internal and external auditors.

DIH:rsw

Please retain Executive Directive 6 / 2003 in your Administrative Manual following Divider "A".