

MACOMB COUNTY COMMUNITY MENTAL HEALTH SERVICES

5th FLOOR, COUNTY BUILDING
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Compliance Alert

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Date: April 27, 2005

To: All CMH Staff (via e-mail)
All CMH Contract Providers (via U.S. Mail)

From: Jim Losey, Corporate Compliance Officer 

RE: Recording of Consumer Contact Time

In accordance with Executive Directive 6/2003 (see attached), MCCMH MCO Policy 2-010, Medicaid regulation and generally accepted standards for clinical documentation, ALL clinical staff must record service contact time with consumers accurately.

When time factors are recorded on Service Activity Logs (SALs) or Progress Notes (PNs), they must be:

1) **Consistent** - Service Activity Log (and any resulting entry into data systems) and Progress Note must match

and,

2) **Accurate** - Time factors must record ACTUAL face-to-face time with consumers. If adjustments need to be made to pre-printed or pre-completed Service Activity Logs to be accurate, then those adjustments are to be made.

Failure to appropriately document consumer time is considered a Compliance Violation which could result in staff discipline in accordance with MCCMH MCO Policy 1-001.

Macomb County Community Mental Health will continue to monitor time factors as recorded on SALs, Progress Notes, etc. via the Clinical Record Review Process.



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