

	Addictive and Mental Disorders Division Severe and Disabling Mental Illness, Home and Community Based Services Waiver Manual
	Date effective: July 1, 2020 Date revised:
Policy Number: <i>SDMI HCBS 215</i>	Subject: Progress Notes

- (1) The Medicaid provider of mental health services must complete progress notes for each member in accordance with ARM 37.85.414, Maintenance of Records and Auditing.
- (2) All progress notes and treatment records must be individualized to the member.
- (3) Progress notes should be legible and include basic information detailing diagnostic findings, member's past and current status, and progress.
- (4) Basic information contained in a progress note includes:
 - (a) member's name and other identifying information;
 - (b) service/program or CPT code provided during the service/session;
 - (c) date of service;
 - (d) time in and out or length of service for service for rates that are billed by a unit of time;
 - (e) provider's name with credentials; and
 - (f) provider's signature with date of note completion.