

11.07 APPENDIX G

Case Management Chart Review Checklist (Screening and Assessment)

Client Name _____ Initial Contact _____
 Enrollment Date _____ Case Manager _____
 Discharge Date _____ Date of Review _____

Screening Tool:

Is the screening tool retained in the client chart?	Y	N	Comments
Is the tool properly completed?	Y	N	Comments:
Was an assessment scheduled within the required time frame?	Y	N	Comments:
Were emergent care needs identified?	Y	N	Comments:
Was a referral made to address emergent care needs?	Y	N	Comments:
Were client demographics collected?	Y	N	Comments:

Assessment:

Is the assessment tool retained in the chart?	Y	N	Comments:
Is the assessment tool properly completed?	Y	N	Comments:
Was the time frame for assessment met?	Y	N	Comments :
Was a need for Service Coordination or ICM determined?	Y	N	Comments :
Is there documentation showing ICM services were offered?	Y	N	Comments :

Consent Forms:

Were all necessary consent forms completed and retained, including emergency contacts?	Y	N	Comments:
Were consent forms completed and applied properly?	Y	N	Comments:
If consent has been revoked, is there documentation of this revocation?	Y	N	Comments:

Grievance and & Appeal:

Is a copy of the signed G&A form retained in the client chart?	Y	N	Comments:
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Level of Care Determination/Placement:

Are all PCPC Summary Sheets/ASAMs retained in the client chart?	Y	N	Comments:
Were CSRs completed at the appropriate intervals?	Y	N	Comments:
Were they properly completed?	Y	N	Comments:
Was the client referred to the recommended level of care?	Y	N	Comments:
Is documentation available to explain why client was not referred to recommended level of care?	Y	N	Comments:

Case notes:

Do case notes record and analyze current situational data and outline actions taken in chronological order?	Y	N	Comments:
Are case notes signed/initialed and dated?	Y	N	Comments:
Are special needs addressed in the case notes, if applicable?	Y	N	Comments:
Are case notes legible?	Y	N	Comments: