

MISSOURI DEPARTMENT OF MENTAL HEALTH
Division of Alcohol and Drug Abuse
OFFICIAL MEMORANDUM

June 7, 2012

TO: All CSTAR and PR+ Providers

FROM: Nora Bock, Director of ADA Community Programs *NB*
Divisions of Alcohol and Drug Abuse (ADA) and Comprehensive Psychiatric Services (CPS)

SUBJECT: Collaborative Documentation

Consistent with CPS, the Division of ADA is notifying contracted substance abuse treatment providers of the requirements for acceptable billing practices with respect to documenting services in ADA programs.

As has always been policy for CPS and ADA, time spent documenting service interventions that occurs outside of the actual intervention time when you are in direct contact with the client is not considered billable time.

However, time spent documenting service interventions, when it is done **collaboratively with the consumer during the course of the service activity/intervention**, is considered billable time.

Please note the following descriptors for collaborative documentation:

- Collaborative documentation **occurs when the consumer is present, face-to-face with the service provider/practitioner**, and this process is integrated into the service session.
- It involves incorporating an active discussion with the consumer/family at the end of the service encounter and documenting the information.
- It is done collaboratively with the consumer, and **is a process of sharing** the assessment, treatment plan, or progress note you are writing as a service provider with the person you are working with to assure you are both of the same understanding with regard to what was accomplished during the service session.
- Collaborative documentation is not typing or writing notes during the entire treatment session, nor is it taking time at the end of a session to write a note in front of a client while they are waiting to leave and uninformed. **The client must be actively involved and engaged in writing the note, including seeing and having input into the note.**
- Providers utilizing collaborative documentation **must have policies and procedures addressing its use.**

For further information, reference Clinical Services Bulletin Number:

FY08–Clinical-05, February 10, 2008, *Documentation of Clinical*

Services-Individual Counseling/Case Management/Community Support

http://dmh.mo.gov/docs/ada/BulletinDocumentationBillableTime_000.pdf

If you have any questions regarding this memorandum, please feel free to contact Rhonda Turner at rhonda.turner@dmh.mo.gov or 573-751-4942.

Thank you.
