

MISSOURI DEPARTMENT OF MENTAL HEALTH
Division of Comprehensive Psychiatric Services
OFFICIAL MEMORANDUM

October 28, 2011

TO: All Community Mental Health Centers

FROM: Tom Rehak, Coordinator of Policy and Programs
Division of Comprehensive Psychiatric Services

SUBJECT: Collaborative Documentation

Several providers have asked for clarification from the CPS Division regarding acceptable billing practices with respect to documenting services in CPS programs, including Community Psychiatric Rehabilitation.

As has always been policy, 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.

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

Please note:

- Collaborative documentation occurs when the client is present face to face with the service provider/practitioner, and this process is integrated into the service session.
- It is done collaboratively with the client, 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 uninvolved. 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.

The Department understands that providers are learning and/or enhancing their skills in using collaborative documentation through the Access to Care training associated with the development of the CMHC Healthcare Homes in Missouri, and DMH is fully supportive of providers utilizing this approach to improve the accuracy and quality of documentation, increase client engagement, and increase the likelihood of achieving positive treatment outcomes.

If you have any questions regarding this memorandum, please feel free to contact me.

Thank you.