York/Adams Drug & Alcohol Commission Policy & Procedure Manual	Number: T-7 Policy: Client Case Notes
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I. Purpose:

To establish procedure for contact and activities related to an individual/client in the form of Client Case Notes.

II. Policy:

All contact and activities related to an individual/client must be document and maintained in the individual/client's file in the form of a Client Case Note.

All Client Case Notes must adequately describe the nature and extent of each contact and case coordination activity to include (at minimum) the following:

- Date of entry
- Information/data that is gathered about the activity/contact ;
- Analysis of the information/data (to include the client's needs, as appropriate);
- Action to be taken; and
- Signature & credentials of the author of the note with date. If the author's signature is NOT legible, a printed version of the signature must accompany the signature.

While it is expected that Client Case Notes will be written as soon as possible, it is mandated that all notes will be in the client chart no later than seven (7) days following the contact/activity.

All Client Case Notes must be legible AND must include the most recent and correct telephone/cell number for the recorded contact/case management function activity.

Files that are maintained electronically must contain all required components and a hard copy must be printed and placed in the client's chart within seven (7) days of the actual contact/activity.

Client Case Notes are to be maintained in chronological order.

In the event a Client Case Note must be entered out of order, an additional notation is to be made at the correct chronological space with instruction where to locate the Client Case Note for that date.

Approved By:

YADAC Administrator

4/26/13
Date