



Forensic Services_Client Specific

1. (ID 8) Does the file contain a treatment plan that was created in collaboration with the state hospital treatment team?

2. (CFOP 155-17, ID 8) Did the community representative participate in recovery team meetings when possible to anticipate and remedy possible barriers to community placement/services during discharge planning while the individual was still in the SMHTF?

3. (CFOP 155-18/ID 7) Does the provider submit all required forensic reports on a monthly basis:
 1. conditional release report
 2. diversion report
 3. list of clients being served on conditional release
 4. participation/court reports

4. (ID 8, 65E-4.014) Is the client receiving case management services while in the state hospital?

5. (ID 8) Is there documentation of a face-to-face meeting within 48 hours of discharge?

6. (ID 8) Does the provider maintain progress notes in the client record reflecting all efforts being made on behalf of the individual while in the SMHTF?

7. (ID 8) Does the CM locate placement options for discharge ready individuals?

8. (ID 8) Does the CM participate in discharge planning meetings?

9. (ID 8) Is there documentation of communication efforts with the SMHTF staff?

10. (ID 8, 394) Does the provider maintain contact with the individual's family?

11. (ID 8) Does the provider maintain at least monthly contact with the state treatment facility staff concerning the status of the individual?

12. (ID 8) Is there documentation of participation in discharge calls and submission of the community barriers checklists for individuals on discharge status?

13. (ID 8) Has the provider documented efforts to secure appropriate behavioral health services upon discharge?

14. (ID 8) Has the provider documented efforts to locate placement upon discharge?

15. Clinical Records Cx Assessment (65E-4.014.6.a (1)(2)(3)) Assessment is completed 30 days after intake and include the following with client input:
 - a. Current and potential strengths and problems
 - b. information from the intake and evaluation



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c. Description of the client's current and potential strengths and problems, the client's family and friends, pertinent service agencies with whom the client has been involved, and other social support systems that may contribute to the course of treatment.

16. Clinical Records Cx Assessments (NSP Contract) 3.12.3.12 The file contains a Medication Administration Record that is complete and accurate.

17. Clinical Records Cx Assessments (NSP Contract) 3.12.3.9 The file contains documentation that a functional assessment was completed within 30 days of admission.

18. Clinical Records Cx Assessments (NSP Contract) 3.12.3.13 If the resident is receiving psychotropic medication the file contains documentation that there is psychiatric followup as required by the individual's treatment plan or agency policy.

19. Clinical Records Cx Assess Trx Plan (65E-4.014(6), F.A.C.) Treatment Plan/Service Plan must be completed, and the actions specified in the plan must be initiated for each active client within 30 days after completion of intake.

20. Clinical Records Cx Client Record (65E-4.014.3.b.2) Client Record includes:
Staff name who has primary responsibility of client

21. Clinical Records Cx Client Record (65E-4.014.3.b.8) Client Record includes:
Time-specific release of information, signed/dated by client/guardian, authorizing a designated the agency to receive the information

22. Clinical Records Cx Client Record (65E-4.014.3.b.11) Client Record includes:
Legal status

23. Clinical Records Cx client records (65E-4.014.3.b.1) Client Record includes:
Marital status.

24. Clinical Records Cx Client Records (65E-4.014.3.b.1) Client Record includes:
Telephone number.

25. Clinical Records Cx Client Records (65E-4.014.3.b.1) Client Record includes:
Client Name

26. Clinical Records Cx Client Records (65E-4.014.3.b.1) Client Record includes:
Referral source.

27. Clinical Records Cx Client Records (65E-4.014.3.b.1) Client Record includes:
Guardian contact information for minor clients.

28. Clinical Records Cx Client Records (65E-4.014.3.b.1) Client Record includes:
Date of birth.

29. Clinical Records Cx Client Records (65E-4.014.3.b.1) Client Record includes:
Address.



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30. Clinical Records Cx Client Records (65E-4.014.3.b.1) Client Record includes:
Race.

31. Clinical Records Cx Client Records (65E-4.014.3.b.1) Client Record includes:
Sex.

32. Clinical Records Cx Progress Notes (65E-4.014.3.c) Progress notes shall be prepared at least monthly for clients having a service or treatment plan unless documented otherwise. Content shall include:
1) Contact dates with client, family, friends, or service agencies;

33. Clinical Records Cx Progress Notes (65E-4.014.3.c) Progress notes shall be prepared at least monthly for clients having a service or treatment plan unless documented otherwise. Content shall include:
3) Modified service or treatment plan from changes in client's needs, resources, findings.

34. Clinical Records Cx Progress Notes (65E-4.014.3.c) Progress notes shall be prepared at least monthly for clients having a service or treatment plan unless documented otherwise. Content shall include:
2) Progress, or lack thereof, relative to the service plan or treatment plan

35. Clinical Records Cx Requirements Record ID

36. Clinical Records Cx Requirements Client Identifier

37. Clinical Records Cx Requirements Client Initials

38. Clinical Records Cx Trx Plan (65E-4.014.6.b) Completed 30 days after intake with the following goals and objectives with client input:
a. Achievable, observable, measurable.

39. Forensic Services (CFOP 155-18) Is there evidence in the chart the case manager accompanies the forensic individual on conditional release to court hearings?

40. Forensic Services (CFOP 155-18) Is there evidence in the chart that the NSP:
Conducts a minimum of quarterly face-to-face meetings with individuals at the state forensic treatment facility(s) and civil step-down treatment facility(s). Provide the Forensic Coordinator with quarterly visit reports to include a minimum of the discharge status of each individual, identified barriers to discharge and plans for assisting the individual and the service/treatment team in overcoming barriers to discharge. Record each visit by writing a note in the individual's treatment facility record/ward chart.

41. Forensic Services (CFOP 155-18) Does the provider assist the treatment facilities and appropriate court personnel in the development of conditional release plans, attend all conditional release hearings, and ensure continuity of care by assisting with the coordination of transportation of the individual from the jail or treatment facility to the placement identified in the conditional release order on the date prearranged with the placement site?



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42. Forensic Services (Incorporated Document 7) Does the Network Service Provider's Forensic Specialist shall track the release plan status of this forensic individual referred by a forensic or civil treatment facility(s)?
*Submit reports to the courts
*Provide services to insure individual is in compliance with conditional release requirements
43. Forensic Services (Incorporated Document 7) Does the NSP track all client level data?
44. Forensic Services (Incorporated Document 7) Does the NSP provide competency restoration services for those who are living the community and remain incompetent to proceed? Documentation required
45. Forensic Services (CFOP 155-17, ID 8) Does the community representative participate and/or lead the discharge planning efforts for the individual in the forensic state hospital?
46. Forensic Services (CFOP 155-17, ID 8) Did the community representative participate in the discharge planning meeting and assist in the development of a discharge or conditional release plan which addresses the needs of the resident in the community?
The purpose of this meeting is to initiate activities and planning which will result in the provision of community services which will most appropriately address the resident's needs upon discharge
47. Forensic Services (CFOP 155-17, ID 8) Did the community representative work to obtain ID, birth certificate, etc and restore benefits upon the individual's return from jail to the community? (ITP)
48. Forensic Services (CFOP 155-18) Did the Forensic Specialist/Forensic Case Manager provides consultation and linkage to the community treatment providers in his/her circuit, when the individual is hospitalized?
49. Forensic Services (CFOP 155-18) Per the Forensic Mental Health Services Model, when an individual is placed on conditional release, the Forensic Specialist will transfer the individual's case to the appropriate community Case Manager. Is there evidence the individual is receiving case management services upon their return to the community?
50. Forensic Services (CFOP 155-18) Is there evidence the case manager is providing update to the courts for those on conditional release?