

# Rio Grande/Mineral County

## Department of Social Services

### Policy

<b>Policy Title</b> Notes	<b>Reference</b>
<b>Policy No.</b> CCCAP-8	<b>Effective Date</b> September 1 <sup>st</sup> 2013
	<b>County Director Approval</b>

### Purpose

To standardize documentation entered into CHATS. Actions taken should be documented in a clear and concise manner in order to be understood by all CHATS users.

### Definitions

Notes is defined as any type of documentation entered into a “note” field in CHATS, this includes but is not limited to, case notes, provider notes, authorization notes, and adjustment comments.

### Policy

Notes will be entered upon every update in CHATS that concerns client cases, providers, authorizations, or adjustments. The Child Care Worker will utilize the note templates approved by the Social Services Manager.

### Procedure

Attached are the approved templates, one each for case notes, provider notes, authorization notes, and adjustment comments. The Child Care Worker will use these templates by:

1. Selecting the appropriate template.
2. Addressing the information requested in the template
3. Enter and save the information into the appropriate note field in CHATS.

Signed by:

Robert Schirra

Chair, Rio Grande County Board of Commissioners

8-28-2013

Date

## Note Templates

Refer to the PSSP Business Process Readiness Guide-v1.1

**Initial Authorization**-copy & paste into Case, Provider & Authorization notes

Effective Date:

Child:

Case:

Authorized for: what care level & how many days a week while the Caretaker does what.

The Total Case Parental Fee is \$

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**Authorization Change**- copy & paste into Case, Provider & Authorization notes

Effective date:

Reason: Should be in writing

Case:

Child: Detail for every child for every day of the change.

For 00/00/00 the Adjusted Authorized Hours-0, the Adjusted Attended Hours-0, the Adjusted Rate Type is RT, the Adjusted Rate Paid is \$0.

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**Manual Claim**- copy & paste into Case, Provider & Adjustment notes

Effective Date:

Reason: Must be reason allowed by county policy

Case:

Child: Detail every child for every day of the change

For 00/00/00 the Adjusted Authorized Hour-0, the Adjusted Attended Hours-0, the Adjusted Rate Type is RT, the Adjusted Rate Paid is \$0.

Child Total: \$0

**Flagging Providers**-copy & paste into Provider notes.

Effective Date:

Rio Grande/Mineral Counties closed the fiscal agreement due to founded allowable reason by county policy.

Details: who what where when why

Contact information: name & phone or email