

CLIENT FILE

From the FPS Client Service Contract:

“The Contractor shall maintain individual client records and shall promptly submit to CA a copy of such records upon request. At a minimum, individual client records must include:”

- (a) Referral packet (including date and time of referral, and appropriate supporting documents, e.g., CA Safety Assessment and Safety Plan, CA Reunification Assessment, CA Transition and Safety Plan)
- (b) Voluntary service agreement (voluntary consent form)
- (c) Case notes on each case-related activity (must include date, time, and location of service, and notes regarding the service)
- (d) Clinical consultation log
- (e) Documentation of collateral contacts, each with corresponding authorization to release information
- (f) Provider-generated safety plan, if developed [not a contractual requirement]
- (g) Written Family Assessment, including NCFAS/NCFAS-R scores
- (h) Documentation that completed NCFAS/NCFAS-R is used in clinical supervision
- (i) Documentation that completed NCFAS/NCFAS-R is used in staffing a case being transferred from one therapist to another
- (j) Service Plan
- (k) Exit Summary
- (l) Documentation that Consumer Satisfaction Survey was given to client upon termination of services
- (m) Client service log documenting hours spent and services rendered
- (n) Documentation of travel time and mileage
- (o) Copies of all written correspondence, reports from other providers, and any other reports generated by the FPS therapist not listed in this section.

Contractors are free to organize client files in any manner they choose, as long as the above components are easily accessible to CA staff, including contract monitors.