



COUNTY OF SAN BERNARDINO  
STANDARD PRACTICE

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EFFECTIVE 4/96

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

DAY TREATMENT WEEKLY  
CHARTING IN STAFF MEETINGS

APPROVED

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James McReynolds, Director

**I. PURPOSE**

To ensure that all day treatment summary notes reflect a multidisciplinary team approach, the client's participation, the client's current condition or problem being addressed, the service provider's interventions as they relate to a milestone of the client's, and the client's response to the interventions.

**II. POLICY**

All day treatment programs are required to conduct weekly staff meetings to discuss clients for the purpose of writing weekly summary notes.

**III. PROCEDURES**

**A. Outpatient programs**

1. The clinic supervisors or designee will establish weekly staff meetings.
2. Each client in the program will be discussed at each staff meeting.
3. Weekly summary write ups will be rotated among day treatment staff.
4. For weekly summary note content see Outpatient Manual procedure 2-7.3.
5. Clinic supervisor or designee will review weekly summary notes as necessary to ensure compliance with DBH requirements.
6. Clinic supervisor or designee will review client's chart as necessary to ensure that weekly summary notes have been filed.

LV:smc