



# County of San Bernardino Department of Behavioral Health

## INFORMATION NOTICE 11-08

---

**Date:** May 9, 2011

---

**To:** Department of Behavioral Health Staff  
Department of Behavioral Health Contract Agencies

---

**From:** Allan Rawland, MSW, ACSW, Director

---

**Subject:** Outpatient Chart Manual (OCM) Revision

---

**Introduction** Significant changes have been made to the on-line Outpatient Chart Manual (OCM). Included in the changes is the Adult Assessment form that was originally piloted September 1, 2010, and is now the approved Adult Clinical Assessment. Instructions for the completion of the assessment are included. Please review these changes carefully as they could affect your billing.

---

**On-line OCM  
Changes**

Below is a detailed list of the changes made to the OCM:

- Official diagnosis, (pg. 1-1-3), deleted words "which is the third page of the treatment related blue pages in the front of the chart" from the first sentence.
- Co-Signature: staff authorized to diagnose, (pg. 1-1-5), added the word "Licensed" before Clinical Therapists, Clinic Supervisors and Program Managers
- Clinical Assessment Section (pgs. 2-3-2 to 2-3-4), revised to include the adult assessment form.  
  
Timelines, (pg. 2-4-4), deleted first bullet item, "Upon initial entry for services, SIMON will give an **automatic two-month authorization for services**"
- Timelines, (pg. 2-4-4), deleted sentence after the IF/Then table, "Following this initial two-month period, any added service will result in a **Client Recovery Plan** modality addition being completed for that service"

---

*Continued on next page*

**County of San Bernardino**  
**Department of Behavioral Health**  
**INFORMATION NOTICE 11-08, Continued**

---

**On-line OCM  
Changes**  
(continued)

- Timelines, (pg. 2-4-4), Third bullet item, after “In exceptional circumstances” added the word “if”
- Timelines, (pg. 2-4-4), **Best Practice**.....added “and doctors” after “so clinicians”
- Completing the plan (time), (pg. 2-4-6), deleted paragraph
- Goal of Psychotherapy, (pg. 2-5-13), First Bullet item, corrected spelling from “complains” to “complaints”
- General Requirements, (pg. 7-1-19), under signature for Unlicensed Clinical Social Worker, replaced “John Smith M.A. or other degree with correct designations
- Under Signature for Licensed Psychiatric Technician, added “or John Smith, L.P.T”
- Under signature for Non Staff Interns, changed “John Smith, B.A, MFCC Trainee” to “John Smith, B.A, MFT Trainee”
- Order of forms in an Open Chart, (pgs. 9-1-2 to 9-1-3), moved TAB and contents for “Evaluation-Admission from section 6 to section 2. Also placed \* after Evaluation-Admission and added “Do Not “thin” this section”

---

**Accessing the  
OCM**

The Outpatient Chart Manual can be accessed on the internet at:

[www.co.san-bernardino.ca.us/dbh/outpatientchartmanual/ocm.pdf#](http://www.co.san-bernardino.ca.us/dbh/outpatientchartmanual/ocm.pdf#)

and on the DBH Intranet at:

[http://countyline.sbcounty.gov/dbh/Clinical\\_Manual/OCM.pdf#](http://countyline.sbcounty.gov/dbh/Clinical_Manual/OCM.pdf#)

---

**Questions**

Questions regarding this Information Notice may be directed to the Quality Management Division at 909-421-9456.

---