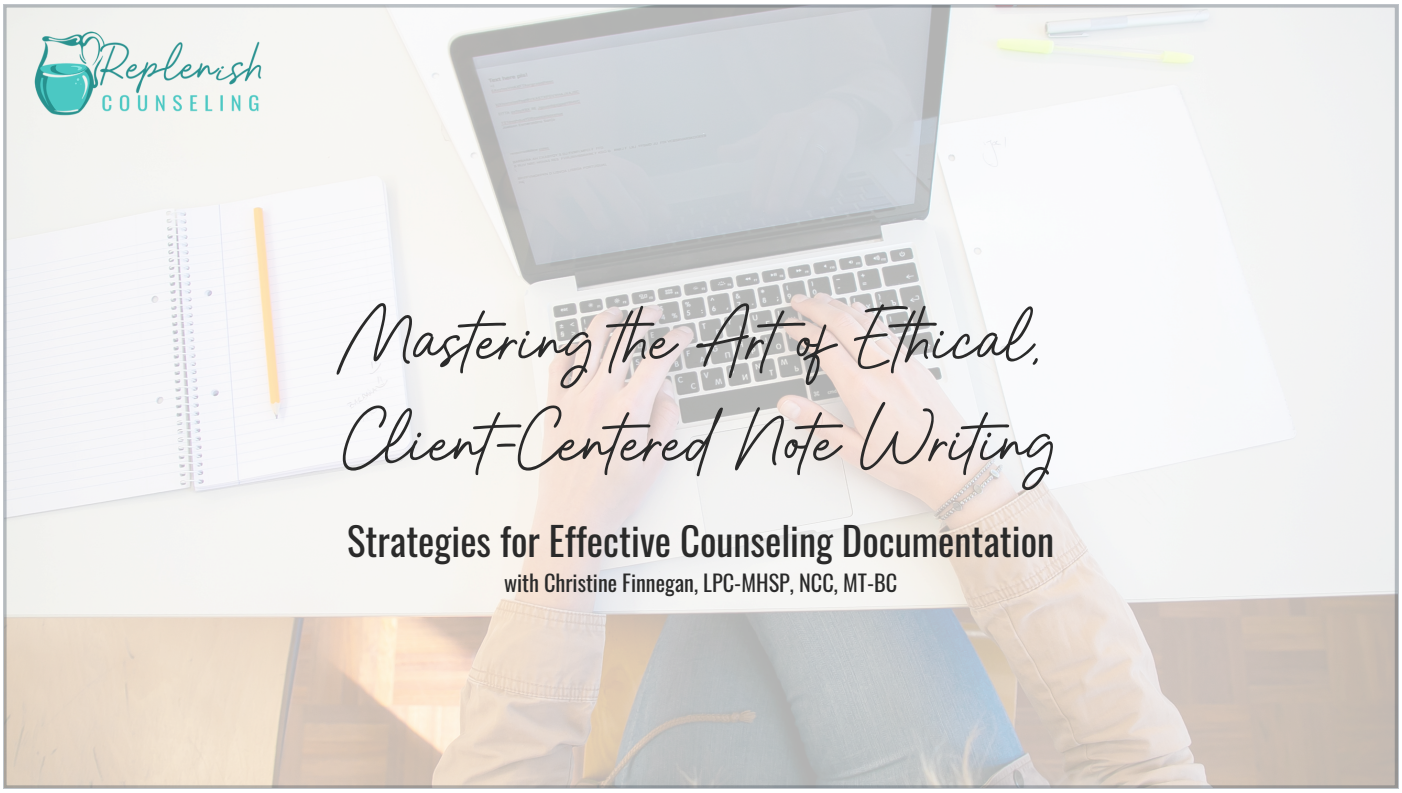

Replenish
COUNSELING
Mastering the Art of Ethical, Client-Centered Note Writing
Strategies for Effective Counseling Documentation
with Christine Finnegan, LPC-MHSP, NCC, MT-BC

Objectives

01	02	03	04	05
Ethics	Clinical Notes	Treatment Planning	Discharging	Time Management

Christine Finnegan,

LPC-MHSP, NCC, MT-BC

- Founder and Clinical Director Replenish Counseling
- Inpatient Psych, IOP, Domestic Violence, ICU, Skilled Care, Residential Substance Abuse, and Special Needs Schools
- Supervising Graduate Counseling Students since 2017


1
Ethics according to ACA
2
Ethics according to TN Board
3
Ethics according to HIPAA

Clinical Documentation: American Counseling Association

A.1.b.

Records and Documentation

"Counselors Create, safeguard, and maintain documentation necessary for rendering professional services...."

A.1.c.

Counseling Plans

"Counselors and their clients work jointly in devising counseling plans that offer reasonable success and are consistent with the abilities, temperament, developmental level, and circumstances of clients.... "

B.6.a

Creating and Maintaining Records

"Counselors create and maintain records and documentation necessary for rendering professional services."

Clinical Documentation: Tennessee Board for Licensed Professional Counselors

0450 - 01 - .13

Professional Ethics

"All licensees and certificate holders shall comply with the current code of ethics adopted by the American Counseling Association, except to the extent that it conflicts with the laws of the state of Tennessee or the rules of the Board...."

0450 - 01 - .13 - (1)

Professional Ethics

"The certified professional counselor and licensed professional counselor and anyone under his supervision shall conduct their professional practice in conformity with the legal, ethical, and professional standards promulgated by the Board under its current statues and rule and regulations."

Clinical Documentation: HIPAA

164.316: (b)(1)

Standard Documentation

"(i) Maintain the policies and procedures implemented to comply with this subpart in written (which may be electronic) form; and (ii) If an action, activity or assessment is required by this subpart to be documented, maintain a written (which may be electronic) record of the action, activity, or assessment."

164.508: (6)

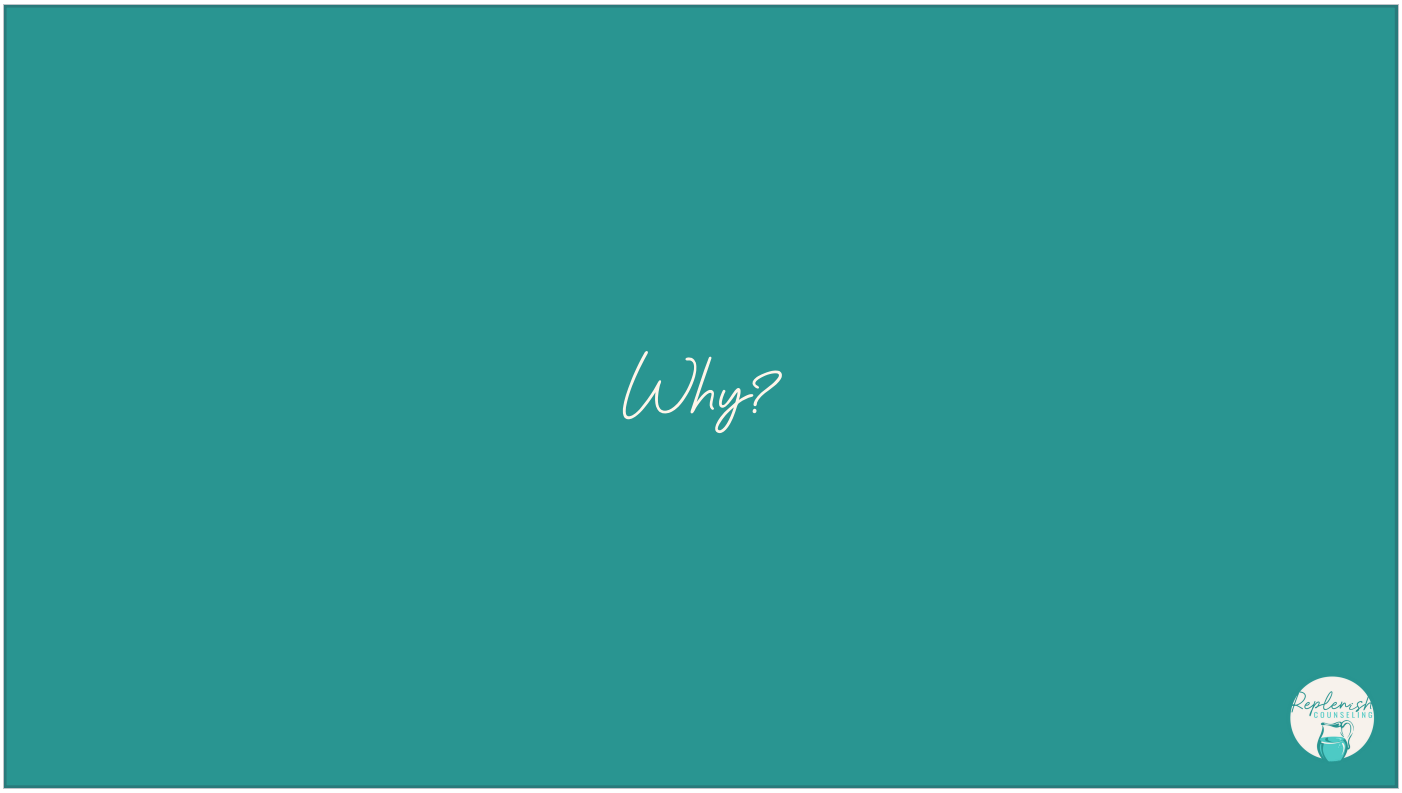
Documentation

"A covered entity must document and retain any signed authorization under this section as required by § 164.530(j)."

Intake Notes....

What's important?

- Time, Location, Length, People Present
- History
- Presenting Concerns and Need
- Safety Concerns Reported
- Client Consent and Expectation of Care


Why?

Things to keep in mind...

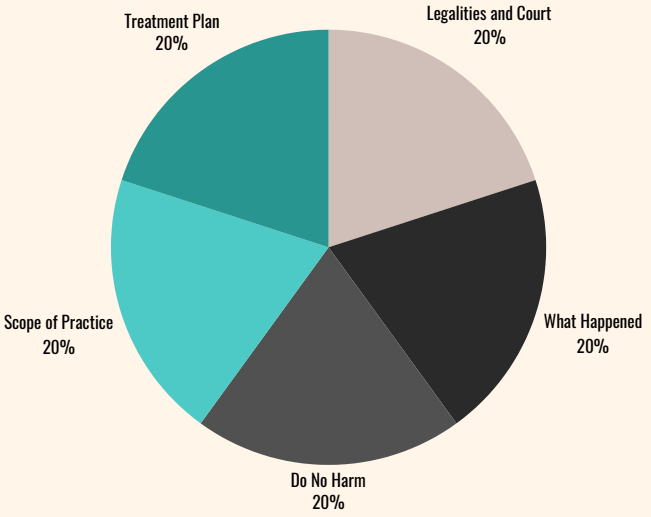
Legalities and Court: Does your documentation cover the safety concerns, thorough history, and consent to care?

What Happened: Does your documentation provide evidence and support of who was present, where it took place, the time etc?

Do No harm: Are you documented to cover these legalities and ethics, while also protecting confidentiality of client?

Scope of Practice: Are you able to support you accurately assessed symptoms, needs? Did you document direction of tx plan and interventions that are within your scope of practice?

Treatment Plans: Does this information provided in intake support your diagnosis and treatment plan?



Progress Notes....
What's important?

- Time, Location, Length, People Present
- Risk Factors Documented
- Interventions and Progress Towards Goals
- Symptoms Reported

Why?

Things to keep in mind...

Legalities and Court: Does your documentation cover thorough screening of safety concerns and client presentation?

What Happened: Does your documentation provide evidence and support of who was present, where it took place, the time etc?

Do No harm: Are you documented to cover these legalities and ethics, while also protecting confidentiality of client?

NEW! Scope of Practice: Are you able to show evidence that you intervened and stayed inside scope of practice. Are you able to show evidence that you referred and recommended appropriate provider when not within scope?

NEW! Treatment Plans: Does this information provided in intake support progress or regression made in treatment plan?

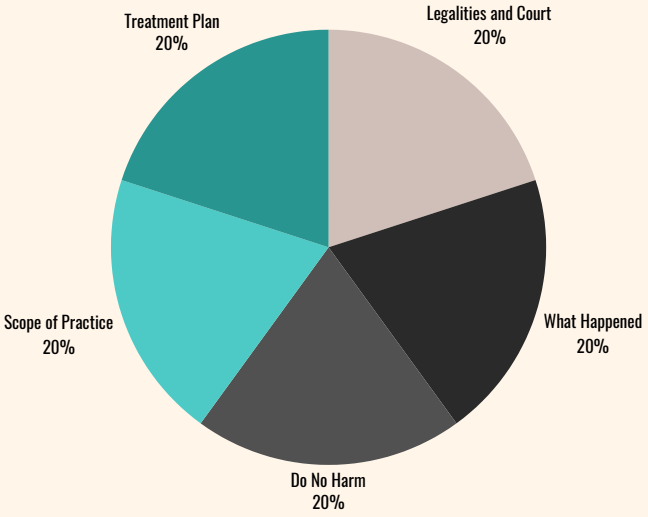


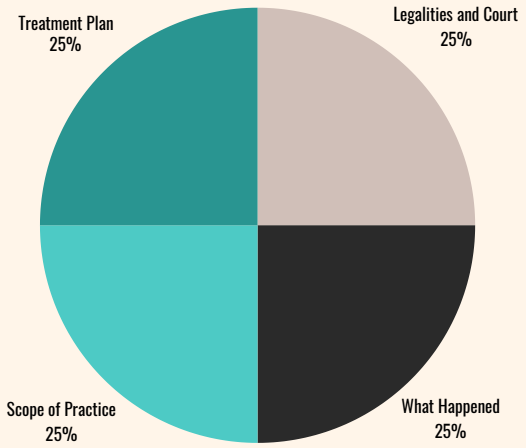
Chart or Contact Notes...
What's important?

- Cancellations
- Collaboration of Care
  (i.e. parents, physician, dietician etc.)
- Client Phone Calls

Why?

Things to keep in mind...

- NEW! Legalities and Court: Are you providing proof that an interaction took place? i.e.: following through on client request, filing of CPS report.
- NEW! What Happened: Does your documentation provide evidence and support of who you collaborated with, including day and time?
- NEW! Scope of Practice: Are you documenting recommendations made to collaborative team including their agreement or disagreement for reccomendations?
- Treatment Plans: Does this information support progress or regression made in treatment plan?



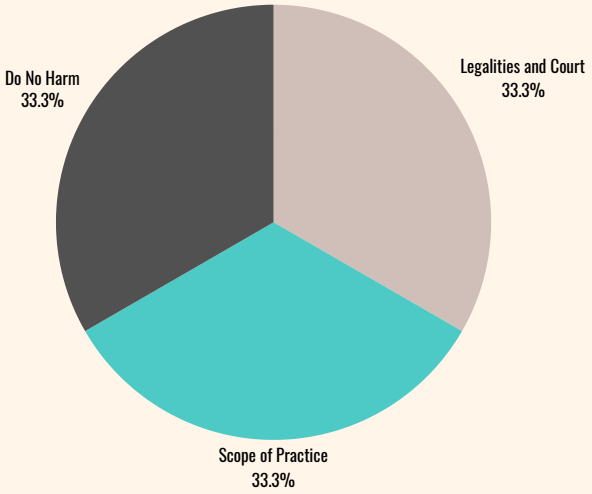
Treatment Planning....
What's important?

- Diagnosis Supports Treatment Plan
- Session Interventions Support Treatment Plan
- Evidenced Based, Attainable, & Collaborative

Why?

Things to keep in mind...

- NEW! Legalities and Court: Are you able to prove your treatment direction was both ethical and evidenced based?
- NEW! Scope of Practice: Are you able to prove your clinical treatment was within your scope of practice AND competency level?
- NEW! Do No Harm: Have you involved your client in the treatment planning process? Are they aware of their diagnosis and treatment plan?



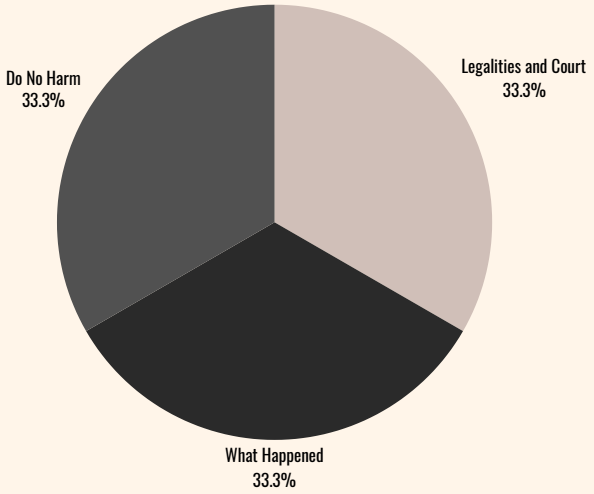
Discharge Notes....
What's important?

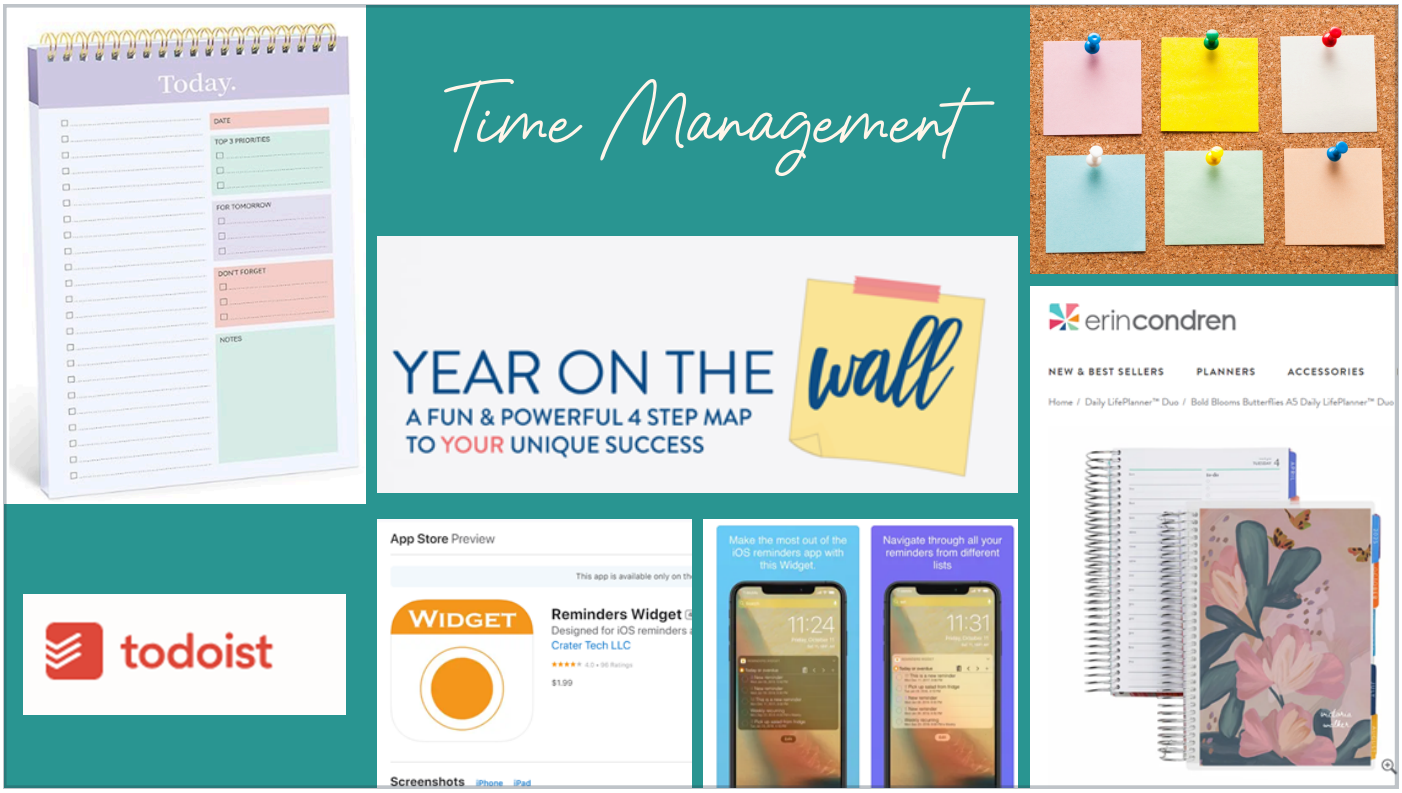
Supports Future Treatment of Client

Shows Evidence of Client Care
(i.e. client abandonment and client rights met)

Things to keep in mind...

- NEW! Legalities and Court: Can you prove that your care with a client ended? Can you prove they were given referrals and not abandoned?
- NEW! Do No Harm: Does your summary and documentation empower your client to have continued and supported care in the future?
- NEW! What Happened: Does your summary show the date client care was concluded? Does it show that you adequately notified your client of discontinuation of care?




Today.
DATE
TOP 3 PRIORITIES
FOR TOMORROW
DON'T FORGET
NOTES
Time Management
YEAR ON THE wall
A FUN & POWERFUL 4 STEP MAP
TO YOUR UNIQUE SUCCESS
erincondren
NEW & BEST SELLERS
PLANNERS
ACCESSORIES
todoist
App Store Preview
WIDGET
Reminders Widget
Designed for iOS reminders
Crater Tech LLC
$1.99
Screenshots
Make the most out of the iOS reminders app with this Widget.
Navigate through all your reminders from different lists
11:24
11:31

References

American Counseling Association

Code of Ethics

Tennessee Board for Professional Counselors

General Rules and Governing Professional Counselors

U.S. Department of Health and Human Services

HIPAA Administrative Simplification: Regulation Text


Thank you!
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