

Lancaster Drug & Alcohol Commission Case Management & Clinical Services Policy & Procedure Manual	CMCS # 17A Policy: <i>Encounter Notes for Case Management Services</i>
Most Current Revision: 05/19/2023 Effective Date: 07012020	Page: 1 of 1

I. Purpose:

To establish guidelines for the completion of Encounter Notes as part of the recordkeeping protocols required for the Case Management services.

II. Procedure:

- A. Case Management Notes, including admission and discharge notes, to be completed utilizing the encounter notes. Notes must adequately describe the nature and extent of each contact to include the following:
 - a. Data (D): Information gathered about the individual;
 - b. Assessment (A): Analysis of the information to identify the individual’s treatment and treatment-related needs;
 - c. Plan (P): Action to be taken to meet the individual’s treatment and treatment-related needs; and
 - d. Case manager’s signature WITH date
- B. The Admit Case Management Note AND Discharge Case Management Note MUST be entered into PA WITS
- C. All other Encounter notes written during the course of the Case Management service episode do not need to be entered into PA WITS if those notes are being maintained in another type of file
- D. All Case Management encounter notes MUST be made available upon request

Approved By: _____



Rick Kastner LCDAC Executive Director

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Date