



## CLINICAL RECORDS CLOSURE PROTOCOL

### GUIDING PRINCIPLE

To provide guidance as to the appropriate procedure in which the mental health consumer's clinical record is closed. This applies to a consumer who is referred for services and has decided to decline services or a consumer who has not maintained contact over an extended period of time (45 days), or a current recipient of services who wants to discontinue services or has completed treatment or has completed his wraparound goals and agrees to graduate from wraparound coordination.

### OVERVIEW

It is a commitment of I Famagu'on-ta/Child Adolescent Services Division, Department of Mental Health and Substance Abuse to have this protocol when closing a clinical record based on the following: Administrative Closure, Declination of Services Closure or Completion of mental health services and/or Graduation from Wraparound Coordination.

### PROTOCOL

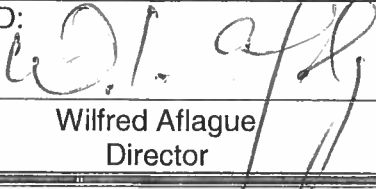
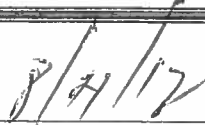
#### **Administrative Closure:**

This type of closure is effective when there has been no activity for a period of forty-five (45) calendar days due to the following: client/family does not show up for scheduled appointment(s), not responding to attempted phone contacts or home visits. If any of the above instances occur a notification letter will be sent to the clients informing them of the closure within twenty-one (21) calendar days. If there is no response after the twenty-one (21) calendar days an Administrative Closure takes effect.

1. Declination of Mental Health Services: This is for any of the following situations:
  - a) the client/family referred for services, b) has attended family orientation, c) completed intake assessment, but declined to receive mental health services, or d) is a recipient of services and no longer wants to continue services shall voluntarily complete and sign the I Fam./CASD declination of service form stating they have been informed of the services and have elected to decline the services.
2. Completion of mental health services and client is discharged/or Graduation from the Wraparound Coordination. If the client and family have successfully met the goals they have worked on with their Wrap Team, are stabilized and with the learned skills are ready to self advocate they are encouraged with the concurrence of their Wrap Team to go through the graduation process as their closure with the wraparound coordination.\

## CLINICAL RECORDS CLOSURE

3. All closure of clinical services must be completed with the filing of the DMHSA Discharge Form (blue form) and must be signed and filed in the client's chart.
4. All closed clinical charts of I Famagu'on-ta/CASD shall be turned into DMHSA and secured at the DMHSA Medical Records.

APPROVED: 	Date: 
_____ Wilfred Aflague Director	