

OREGON STATE HOSPITAL TREATMENT MANUAL DOCUMENTATION STANDARDS

ASSESSMENT TIMELINE

	1 st day	72 hours	10 th day	1 st 30 days	1 st 60 days	1 st 90 days	Q 90 days	1 st 6 months
Interdisciplinary Team		Initial Treatment Care Plan	Update TCP	Update TCP. START & ISURF	Update TCP	Update TCP	START Reassess	Update Treatment Care Plan monthly
Physician	Admit note							AIMS Q 6 months
Rehabilitation Services			Initial					
Vocational/Education Services			As referred					
Psychologist			PAN		IPA	VRA		
Registered Nurse	Within 4 hours							
Social Worker			Psychosocial					
Language & Diversity Services		Assessment		As referred				
Others (Dietitians, Spiritual Svs, etc.)				As referred				

PROGRESS NOTE TIMELINE

	Per Shift	Per Week	Per Month	Other- Discipline Specific	Annual
IDT Review Note		First 60 days, all disciplines listed on TCP write notes (Group notes count-RSD only).	After 60 days, all disciplines listed on TCP write progress notes, at minimum, on a monthly basis.		Annual reassessment required of all disciplines listed on TCP, unless reassessment completed more frequently.
Physician			All disciplines documented more frequently if significant event or change has occurred. (Weekly group notes meet and exceed this standard.)		
RSD/Vocational Education Services		MDs utilize SOAP or approved format.		PRN- at time of service	
RSD-Individual treatment & patients in GTS seen in on-unit treatment		All other disciplines use BIOR or approved format.		Time of service -BIOR format, PRN	
RSD-IDT note if unable to attend or verbal summary for IDT note				PRN	
Psychologist/ Mental Health Specialist				PRN & D/C Progress Summary Note	
Registered Nurse	For 72°				
Mental Health Therapist					
Social Work		PRS MHTs need not chart if RN charts.			
Treatment Mall- all disciplines				PRN – at time of Service	