**Community Mental Health Block Grant – Client Record Review**

Department of Children and Families – Substance Abuse and Mental Health

<table>
<thead>
<tr>
<th>Rating Codes: 0 = No</th>
<th>1 = Yes</th>
<th>9 = NA</th>
<th>Rating:</th>
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<tbody>
<tr>
<td>1. There is evidence that this individual has a principle or primary diagnosis of Severe and Persistent Mental Illness (SPMI) for adults, or Severe Emotional Disturbance (SED) for children.</td>
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<td>2. There is evidence of consumer or family involvement in treatment planning.</td>
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<td>3. The record contains a comprehensive clinical assessment or an update completed within the past year.</td>
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<td>4. The record contains a signed release of information that is time limited (no more than twelve months) with reference to the specific information to be released.</td>
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<td>5. There is specific language in the released documentation that prohibits re-disclosure.</td>
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<td>6. There is evidence that the services provided are comprehensive and integrated for individuals with SED or SPMI who have multiple and complex needs.</td>
<td>Overall</td>
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**COMMENTS:**

**REVIEWER:**

**IMPORTANT:** DO NOT WRITE THE INDIVIDUAL'S NAME ON THE MONITORING FORM. THIS IS FOR CONFIDENTIALITY REASONS.
Instructions

Select a sample of client records for review. For confidentiality reasons, the reviewer will indicate the number of records selected. Documentation relating to these questions should be found in the assessment, service plan, service note, case management plan, or case management note.

Question 1 – Determine if there is evidence of either SPMI, or SED.

Adults who have SPMI is defined by s. 394.674, F.S., to include the severity of diagnosis, duration of the mental illness, ability to independently perform activities of daily living, and receipt of disability income for psychiatric condition.

A child or adolescent with SED is defined by s. 394.492(6), F.S., as someone under the age of 18 who has been diagnosed as having a mental, emotional, or behavioral disorder, exhibiting behaviors that substantially interfere with or limit their ability role or ability to function.

In either case, the reviewer will be looking for an Axis I diagnosis from the DSM-5.

Question 2 – Determine whether there is evidence of involvement in treatment planning.

Question 3 – Determine whether there is a comprehensive clinical assessment or update was completed in the past year, and is included in the record.

Question 4 – Determine if there is a signed confidentiality statement to assure that the following are included:

- Time limit of no more than one (1) year with reference to the specific information to be released.
- Specific language that prohibits redisclosure of information.
- Evidence of release of information outside the organizational structure that would not constitute a violation of HIPAA.

Question 5 - Determine if the information included a statement that re-disclosure is prohibited and that information was not shared with an agency for which there was not a signed consent for the release of information.

Question 6 - Determine that the individual received mental health services and one or more of the following services:

a. Primary health care
b. Social services
c. Educational/vocational services
d. Transition services
e. Juvenile and criminal justice services
f. Substance abuse services