



To: NYS Children and Family Treatment and Support Services (CFTSS) Service Providers

Re: Updated Health Record Documentation Guidance

Date: June 22, 2022

To provide greater clarity related to CFTSS documentation requirements, New York State (NYS) is reissuing a revised version of the CFTSS Health Record Documentation Guidance to reflect updated information. For ease of review, we have outlined the major edits below.

Edits Made to the Health Record Documentation Guidance:

Reference	Description of Edit
Assessment (Section II)	A section was added to summarize requirements associated with an initial assessment/service-specific assessment, re-assessment and ongoing monitoring/response to intervention, and readmission. Additionally, information regarding Licensed Evaluation under OLP is also provided to clarify a comprehensive assessment process and circumstances necessitating reevaluation.
Treatment Plan (Section III)	<u>Treatment Plan: Components</u> <ul style="list-style-type: none">• Language added to clarify the development of goals and objectives when conducted via FPSS (#3)• Removal of requirement for staff signature (#10) <u>Treatment Plan: Timeframes</u> <ul style="list-style-type: none">• Tip Box added to clarify OLP Licensed Evaluation for the purposes of determining eligibility.•
Additional Documentation (Section IX)	A subsection under Additional Documentation (IX) was added to address LPHA Recommendation requirements related to retaining the documentation associated with the recommendation in the child/youth's case record.