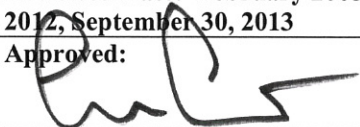




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 5042</b>	<b>Uniformity of Information</b>
<b>Origination Date: February 1998</b>	
<b>Revision Date: March 2004; April 18, 2006</b>	
<b>Reviewed Date: February 2005; July 16, 2007; July 16, 2008; August 3, 2009, August 11, 2010, September 24, 2012, September 30, 2013</b>	
<b>Approved:</b> 	
<b>Tod W. Citron, Executive Director</b>	

**POLICY:**

It is the policy of the Cobb County Community Services Board and Douglas County Community Services Board to utilize industry standards as well as internal agency standards for capturing data whenever possible.

**PROCEDURE:**

The following are standardized data sets, definitions, and codes that are used throughout the agency:

1. agency approved abbreviation list;
2. current edition of International Classification of Disease – Clinical Modification for coding medical diagnoses (ICD);
3. current edition of Diagnostic and Statistical Manual of Mental Disorders for coding mental disorders. (DSM);
4. standard format for medical record forms in client charts;
5. HFCA-1500;
6. standardized agency chart audit review forms.