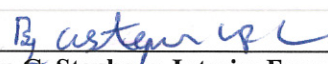




COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 8125	Behavioral Health Crisis Center Documentation 24 Hour Progress Note
Origination Date: December 1, 2001	
Revision Date: June 2004; June 2, 2008; September 21, 2009, July 17, 2015	
Reviewed Date: February 2006; May 10, 2007; June 3, 2010, September 23, 2012, May 8, 2013, August 8, 2015	
Approved:	
	
Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board Stabilization Unit to ensure adequate documentation of each client's progress/condition while he/she remains in treatment.

PROCEDURE:

1. The charge nurse will assign at his/her discretion charting assignments to include the following:
 - A. RN/LPN - Chart on new admissions for the first 24 hours per shift.
 - B. Temporary Observation RN progress note at least Q shift [Q 12 hours max] to include status, course of treatment, response to treatment and significant events or findings
 - C. RN - Chart client status at least once per day.
 - D. Charge Nurse - Chart on the clients exhibiting the highest acuity.
 - E. Medication Nurse - Chart on the detoxification clients.
2. The BIRP format is to be utilized with a BIRP note written on each client, every eight hour shift. Charting assignments are made to the technicians on less acute clients who are those that are on the unit more than 48 hours.
3. A BIRP note is to be written as needed to document 1:1 sessions between staff and clients.
5. Charting is done in electronic clinical record (ECR). Nursing agency staff who are unable to access the ECR will chart a BIRP note in the paper chart. An RN is to read, approve and co-sign each agency technician's note at the end of each shift.