



*Providing Help
Creating Hope*

Catholic Charities Policy & Procedures for Closing, Reviewing and Re-opening Clinical Case Records

Closing a Case Record

A Catholic Charities counseling case record will be “closed” no later than **six months after the last client session**. To close the case record, a Closing Summary and Outcome Evaluation form will be completed.

Interim Treatment Reviews

An Interim Review of Treatment Plan and Client Progress form will be completed every **six months** as the case remains open. The Interim Review of Treatment Plan and Client Progress form can be completed more frequently if it is deemed necessary by the clinician or supervisor.

Additionally, **clinical case goals**, as documented on the Counseling Treatment Plan, will be **reviewed every three months**, at minimum. The “target date” for treatment goals will be three months from the date the goal is set with the client, unless there are extenuating or clinical reasons why the target date should be further in future.

Re-opening a Case

When a Catholic Charities counseling case that has been previously closed needs to be re-opened the following steps will be taken:

1. Client will complete a new Client Questionnaire
2. Review and have client sign Authorization, Appointments and Fees
3. Complete a new Risk Assessment and Diagnosis
4. Complete a new Assessment of Psychosocial and Environmental Domains
5. Complete a new Insurance Authorization, as needed.
6. Complete a new Intake Assessment - - after 4th session, at the latest
7. Complete a new Counseling Treatment Plan- - after 4th session, at the latest
8. As needed, complete new Authorization for Use and Disclosure of Protected Information, Individual Request for Protected Health Information (PHI), Individual Request for Amendment of PHI, Request for Alternate Means/ Location of Confidential Communications, Request for Accounting of Disclosures forms.