

SECTION
CASE MANAGEMENT SYSTEM

SUBJECT
Records Requirements

GENERAL REQUIREMENT

Case Management Teams must maintain a record for all individuals for six years and three months.

COMPOSITION OF RECORD

The case management record must include at least the following forms:

- Initial Screening Results;
- Referral Forms;
- Intake Sheets;
- Person-Centered Recovery Plans;
- Person-Centered Recovery Plan Cost Sheets;
- Progress Notes;
- Discharge Sheets;
- Psychosocial Summary;
- Strengths Assessment;
- Recovery Markers
- Reevaluation Forms;
- Amendment Forms;
- Prior Authorization Forms; and
- Resident agreement for individuals in Assisted Living Facilities.

Upon request, the CMT must make records available for use by the following:

1. The State of Montana;

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2. The Department of Public Health and Human Services, including representatives from Adult and Child Protective Services;
3. The U.S. Department of Health & Human Services;
4. The U.S. Comptroller General; and
5. The individual or their legal representative.

When requested, the provider agency must complete and submit audited financial statements and/or cost reports to the Department.

