

	<b>Behavioral Health and Developmental Disabilities (BHDD) Division</b>  Medicaid Services Provider Manual for Substance Use Disorder and Adult Mental Health
	<b>Date effective:</b> October 1, 2022
<b>Policy Number:</b> 130	<b>Subject:</b> Progress Notes

The Medicaid provider of behavioral health services must complete progress notes for each member and each service contact in accordance with *ARM 37.85.414 Maintenance of Records and Auditing*.

- (1) Each session or service contact must have a written record of a treatment session or service contact. All progress notes for each separate session must be individualized to the member.
- (2) Progress notes must be legible and must include the following information:
  - (a) member’s name and date of birth;
  - (b) date, time in/time out, and duration of session;
  - (c) type and summary of session or service;
  - (d) member participation;
  - (e) documentation of measurable progress towards treatment plan goals and objectives; and
  - (f) the name and signature, with date of completion, of the staff member providing the session or service.