

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # C10.03

SUBJECT: DOCUMENTATION OF INTAKE REFERRALS

DATE REVIEWED/REVISED: 9/15, 11/18

POLICY STATEMENT: All intake referrals and open cases at RVCC will be clearly and promptly documented.

PURPOSE: To ensure tracking of intake referrals, engagement in treatment and communication of treatment needs and interventions.

RESPONSIBILITY: Intake Staff, Clinicians and Clinical Supervisors.

PROCEDURE:

- A. Intake staff will record all referrals and their disposition.
- B. Clinicians will complete Comprehensive Assessments, Individualized Action Plan, Progress Notes, Termination/Transfer Summaries, Outcome Tools and any other needed RVCC forms for each client assigned.