

County of San Diego Mental Health Plan  
**Therapeutic Foster Care (TFC)**  
**Daily Progress Note**

**COMPLETED BY:**

Certified TFC Parent

**REVIEWED AND CO-SIGNED BY:**

TFC Clinical Lead designated as one of the following:

1. Licensed/Waivered Psychologist
2. Licensed/Registered/Waivered Social Worker or Marriage and Family Therapist
3. Licensed/Registered Professional Clinical Counselor
4. Physician (MD or DO)
5. Nurse Practitioner

**COMPLETION REQUIREMENTS:**

1. TFC Daily Progress Note is completed by the TFC Parent in the CCBH Electronic Health record within 24 hours of the service\*\*
2. TFC Daily Progress Note is reviewed by the TFC Clinical Lead within 48 hours of when note is entered in the CCBH system\*\*
3. If no corrections are needed, the TFC Clinical Lead co-signs and Final Approves the TFC Daily Progress Note in the CCBH system
4. If corrections are needed, the TFC Clinical Lead will inform the TFC Parent of corrections. Corrections are required to be completed by the TFC Parent within 24 hours of receipt\*\*
5. Prior Authorization must be obtained before TFC services are initiated, and a continuing request must be authorized prior to providing services once the initial request expires
6. TFC Daily Progress Notes will **not** be eligible for reimbursement in the following circumstances:
  - TFC Daily Progress Notes submitted without Prior Authorization from Optum
  - TFC Daily Progress Notes submitted during a week when there is no 1:1 meeting between the TFC Parent and TFC Clinical Lead\*\*

**DOCUMENTATION STANDARDS:**

*The following elements of the TFC Daily Progress Note form must be addressed*

- **Client Information**
  - Must include name, Case #, Date of Service and Program Name
- **Day of the Week**
  - Must include Day of the Week that the Service was provided
- **Concerns/ Risk Behavior(s):**
  - Select box(es) to indicate concern(s)/ risk behavior(s) and describe in space provided
- **Presentation:**
  - Include observations of child/youth's behaviors, mood, antecedent(s), including target behaviors as well as appropriate/inappropriate behaviors and interactions
- **Intervention:**
  - Describe strategies used to address the target behavior based on proposed interventions identified in the client plan and reasoning for use of strategy

- **Youth Response**
  - Describe how the youth responded to the specific interventions used by the TFC Parent
- **Next Steps:**
  - Planned action steps by caretaker or beneficiary, collaboration with beneficiary, collaboration with other provider(s)
- **Signature/Title/Credential**
  - TFC Parent electronically signs TFC Daily Progress Note in CCBH
  - TFC Clinical Lead electronically provides co-signature in CCBH

\*\*TFC Provider established timelines and therefore TFC Provider may issue written exceptions but must adhere to Medi-Cal and County established timelines.

Paper TFC Progress Notes are only to be completed when the electronic health record is not accessible