TASK LOG
OCTOBER 2017

OCTOBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Billing Service Codes* (Quick Reference)		
*Please refer to the Monterey County Behavioral Health Clinical Documentation Guide.		
330	Non-Billable	Document services that were delivered, but do not meet medical criteria for service delivery. See page 54 for full details.
301	Case Management, Linkage/Brokerage	Assisting a client to access needed medical, educational, social, prevocational, vocational, rehabilitative, or other community services that are impacted by a client's mental health.
331	Assessment	Clinical analysis of the history and current status of the individual's mental, emotional, or behavioral condition. Includes appraisal of the individual's functioning in the community such as living situation, daily activities, social support systems, and health history or status.
336	Triage	Access to Treatment teams, only! Used for determination of the individual's needs. Documents services that were delivered, but do not meet medical criterial for service delivery. Documents services relevant to a client's care, but are not Medi-Cal reimbursable.
391	Plan Development	Activities involving the treatment plan. Developing, reviewing (with client or the treatment team), or monitoring a client's progress related to the plan.
311	Collateral	Contact with any "Significant Support Person" in the life of the client with the intent of improving or maintaining the mental health of the client.
341	Individual Therapy	Symptom reduction of functional impairments and restoration of functioning as a means to improve coping and adaptation. Assist a client in acquiring greater personal, interpersonal, and community functioning or to modify feelings, thought process, conditions, attitudes, behaviors.
381	Rehabilitation	Assisting in improving a skill or the development of a new skill-set. Recovery or resiliency-focused service activity identified to address a mental health need in the client's plan. Restoring, improving, or preserving skills to promote self-sufficiency or self-regulation in multiple life domains relevant to the developmental age and needs of the client. Includes support resources and/or medication education (within the practitioner's scope of practice).
351	Group Therapy	Interventions offered to more than one client in a group setting. One or more practitioners may provide these services and the total time for intervention and documentation may be claimed (up to 3 practitioners).
353	Group Rehabilitation	When rehabilitation interventions (see: 381 – Rehabilitation) are offered to more than one client in a group setting.
271	Crisis Intervention	Unplanned, immediate response / intervention for acute psychiatric symptoms, if untreated, present an imminent threat to client or others and helps the client stabilize.
405 475 485	Case Management Collateral Mental Health	Lockout codes to document when providing these services when client is incarcerated, in an inpatient unit, medical hospital, adult day treatment, crisis residential, IMD, etc. Use when services may benefit client's recovery.
801	Staff Meeting	e.g. all-staff, system of care meetings, other non-QI meetings
802	QI/UR	e.g. Team meetings conducting UR, QI Trainings, QI Improvement Committee
803	Vacation / Sick Time	e.g. Vacation, used educational leave, being sick. Has to match time card!
805	Indirect Services	Not client specific or should not be entered in the medical record, e.g. Fleet
806	Training	Non-QI trainings.
807	Supervision	Supervision received by practitioner that is not billed to a client's chart.
808	Committee Work	Committee work that is not accounted for as QI committee.
809	Non-Working Time	Used for staff with an adjusted work schedule to back out non-working hours. Also used for jury duty.
811	Outreach and Engagement	Special activities needed to reach underserved populations.
812	Early Intervention	Provide interventions to individuals before they enter services.
817	Community Training	Community-based training provided through Behavioral Health.

701	Client Cancelled	703	Client No Show	702	Client Re-Schedule	704	Staff Cancelled	705	Staff Rescheduled

TASK LOG • DATE: MON   10/02/2017 @ ____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)

TASK LOG • DATE: <u>TUE</u> <u>10/03/2017</u> @ <u>____</u> Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)

TASK LOG • DATE: <u>WED</u> <u>10/04/2017</u> @ <u>   </u> Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)

TASK LOG • DATE: THU   10/05/2017 @ _____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)

TASK LOG • DATE: FRI   10/06/2017 @ ____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)

TASK LOG • DATE: <u>MON</u> <u>10/09/2017</u> @ <u>____</u> Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
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Minutes Per: **Week** = 2400 (75% = 1800)
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Minutes Per: **Week** = 2400 (75% = 1800)
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TASK LOG • DATE: __THU__ __10/12/2017__ @ ____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)

TASK LOG • DATE: FRI   10/13/2017 @ _____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
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TASK LOG • DATE: __TUE__ __10/17/2017__ @ ____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
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TASK LOG • DATE: __WED__ __10/18/2017__ @ ____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
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TASK LOG • DATE: THU   10/19/2017 @ _____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)

TASK LOG • DATE: FRI   10/20/2017 @ _____ Hour Day

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TASK LOG • DATE: MON   10/23/2017 @ _____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
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TASK LOG • DATE: TUE   10/24/2017 @ _____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
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TASK LOG • DATE: __WED__ __10/25/2017__ @ _____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
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TASK LOG • DATE: THU   10/26/2017   @ ____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
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TASK LOG • DATE: FRI   10/27/2017 @ _____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)

TASK LOG • DATE: <u>MON</u> <u>10/30/2017</u> @ <u>____</u> Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)

TASK LOG • DATE: TUE   10/31/2017 @ ____ Hour Day

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Minutes Per: **Week** = 2400 (75% = 1800)
8 hour day = 480 (75% = 360) • **9 hour day** = 540 (75% = 405) • **10 hour day** = 600 (75% = 450)