

DIAGNOSTIC ASSESSMENT WORKFLOW

BEFORE meeting with a client make sure that the following forms are **completed** and signed by the client or his/her legal guardian:

- Authorization for Treatment
- MACSIS Residency
- Billing Authorization
- Client Rights
- Privacy Acknowledgement
- Parental Rights Statement
- Client Self Report Psychosocial Intake
- Physical Health Assessment

DURING the session complete the following tasks:

- Discuss client's rights, agency policy and procedures, confidentiality, and supervisory relationship and sign the Statement Supervisory Relationship Form (Authorization to Record Sessions)
- Psychosocial History
- Mental Status Examination
- Other Assessments as indicated (Aggression/Sexual History, Sobriety Maintenance, etc.)
- House-Tree-Person
- Bender Gestalt
- WRAT4
- Draw-A-Family
- Outcomes Form
- Individual Service Plan
- Releases of Information (physician, previous treatment providers, Children Services, court, school)

AFTER meeting with the client complete the following forms:

- Outcomes Form (Enter GAF score)
- MACSIS Intake Form

File the following paperwork in the file room to be entered:

- Outcomes Form
- Releases of Information
- Physical Health Assessment
- MACSIS Intake

Give the following forms to your Clinical Supervisor for review:

- Individual Service Plan
- Statement of Supervisory Relationship
- Non-Custodial Parent Engagement Letter