



STATE OF MARYLAND

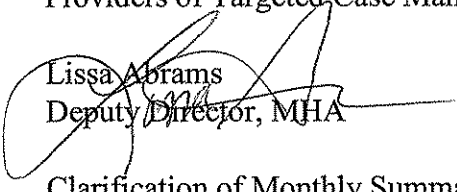
DHMH

Maryland Department of Health and Mental Hygiene

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Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary
Brian M. Hepburn, M.D., Executive Director

TO: Providers of Targeted Case Management Services

FROM:  Lissa Abrams
Deputy Director, MHA

RE: Clarification of Monthly Summary Notes

Date: February 2, 2011

During recent CSA monitoring visits to review targeted case management programs, MHA was asked to clarify a previous statement made at a provider meeting about the monthly summary note. The following is a clarification for the required monthly summary for case management documentation:

Monthly summary notes can be labeled as **progress/contact** notes that indicate progress toward the achievement of the consumer's stated goals in the service plan. An additional monthly summary note **does not** have to be documented in the chart when the progress has been reflected in the previous progress/contact note.

Please contact Penny Scrivens on 410-402-8300 if you have further questions. Thank you.