

Rio Grande/Mineral County

Department of Social Services

Policy

Policy Title Notes	Reference Volume III 3.912 H
Policy No. CCCAP-8	Effective Date September 2021
	County Director Approval

Purpose

To standardize documentation entered into CHATS. Actions taken should be documented in a clear and concise manner in order to be understood by all CHATS users.

Definitions

Notes is defined as any type of documentation entered into a “note” field in CHATS, this includes but is not limited to, case notes, provider notes, authorization notes, and adjustment comments.

Policy

Notes will be entered upon every update in CHATS that concerns client cases, providers, authorizations, or adjustments. The Child Care Worker will utilize the note templates approved by the Social Services Manager.

Procedure

Attached are the approved templates, one each for case notes, provider notes, authorization notes, and adjustment comments. The Child Care Worker will use these templates by:

1. Selecting the appropriate template.
2. Addressing the information requested in the template
3. Enter and save the information into the appropriate note field in CHATS.

Signed by:

A handwritten signature in blue ink, appearing to read "Gene V. Glavin", written over a horizontal line.

Chair, Rio Grande County Board of Commissioners

A handwritten date "7.29.21" in blue ink, written over a horizontal line.

Date