



ADMINISTRATIVE RULES OF MONTANA



37.106.1454 CLIENT RECORD CONTENT REQUIREMENTS

- (1) The substance use disorder residential facility (SUDF) must develop and implement procedures to ensure each client record is available on-site and includes:
 - (a) demographic information;
 - (b) a substance related disorder diagnosis and supporting documentation for diagnosis;
 - (c) biopsychosocial assessment including diagnosis showing the rationale for admission;
 - (d) signed documentation the client was informed of federal confidentiality requirements and received a copy of the client notice as required in ARM 37.106.1416;
 - (e) signed documentation the client received orientation to the SUDF's treatment services, infectious disease information, and disaster plan described in ARM 37.106.322;
 - (f) a voluntary consent to treatment signed and dated by the client or legal guardian;
 - (g) individualized treatment plan and treatment plan reviews;
 - (h) progress notes;
 - (i) clinical notes;
 - (j) continuing care plan;
 - (k) medication records, if applicable;
 - (l) laboratory reports, if applicable;
 - (m) authorizations for release of information, as needed;
 - (n) copies of all correspondence related to the client, including any court orders and reports of noncompliance; and
 - (o) documentation pertaining to client receipt of grievance policies and procedures.
 - (p) documentation of any client-filed written grievances and resolution;
 - (q) documentation the client received a copy of the client rights policy and the client's signature indicating he/she received the policy; and
 - (r) documentation of school educational courses attended or provided.

Implementing statute(s): 50-5-101, 50-5-103, 53-24-208, 53-24-209, 76-2-411, MCA

History: NEW, 2010 MAR p. 2975, Eff. 12/24/10; AMD, 2022 MAR p. 2040, Eff. 9/24/22.