

ISmart NOTES Definition

In ISmart there are two types of Notes: Encounters and Miscellaneous. There are also two different categories of notes: Residential and Outpatient. All 4 are explained.

An Encounter Note is a service done with the client. This can be an Assessment, Individual session, family session, crisis session, non-client crisis session, Group session or Residential service. These services have pay sources attached to them and are monitored by the State and other funding sources. This information is also used to collect Counselor hours, number of services, etc. The information contained in this module is very important and needs to be entered correctly and accurately. For more information on entering an Encounter Note, see Section F.2 of the manual.

A Miscellaneous Note is a non billable note to the file that is related to the client's treatment. In some cases a Misc. Note is used to copy a document, such as an email or Word document, into the Misc. Note. For more information on entering Misc. Notes, see Section F.3 of the manual.

Here are some examples:

- Collateral Notes- these are NS, CAN and RS appointments; phone calls from the client and others related to the client's file; decline of a client release form; Admit Info note, Permission for Follow-Up note, etc.
- Urinalysis Reports- on the client from Forensics Labs.
- File Reviews - both from Supervisor and Counselor.

Residential notes:

Residential is billed by day, not by session. Each working day the Data Department will enter a daily Encounter Note for each day the client is here at ASAC. Individual Sessions held with the residential clients can have the DAP note posted into this day of service.

- 1) In the client's ISmart file, go to the Notes module.
- 2) Find the day of service that you held your individual session with the client and click on the Review hyperlink.
- 3) Go to the second screen of the Encounter note and post your DAP note there.
- 4) Click on Save and then Finish.

There might be a time when you want to post your individual session note in the ISmart file but the Residential day of service has not yet been entered by the Data Department. In cases like these an Encounter Note needs to be entered, but with a Service code of NBL. For more information on entering Encounter Notes, see section F.2 of your manual.

Residential Group notes are entered in one weekly group summary. For more information on writing a weekly Group Summary see Section F.8. For more information on how to post a Residential Group note, see section F.2 of the manual.

Outpatient notes:

Billable Outpatient notes are entered into Encounter Notes (Section F.2.) NS, CAN and RS are entered into a Misc. Note (Section F.3.) All of these services are required to be on a Service Log or Group Roster

Non-Client Crisis notes are also entered into an Encounter Note, but they are filled out on a form. See Non-Client Crisis procedure in Section M.