

## Residential Logs

### PURPOSE

The purpose of the Residential Service Log is to track each Residential Component's days to be billed and services reported to the Iowa Department of Public Health.

### PROCEDURE

The data department will prepare the residential service logs daily based upon the information obtain from the designated component directors. Tuesday of every week and the last day of every month the data department will submit this information to the component directors as well the Billing Coordinator and the Insurance Liaison for review. If there are any errors the data department should be notified at this time.

#### *Information Submitted to Data Department:*

All census information should be submitted to the data department by the component designee. This should be done on a daily basis, if it is before 9:00am an email may be sent to the data department, if it is after 9:00am a phone call should be made to the data department. The following information is required:

#### Clients Discharge from Treatment:

Name of client

Date of discharge

Time of discharge

Reason for discharge (client left, discharged to another agency, discharged to ASAC outpatient services, etc.)

#### Clients Transferred to Another Residential Component:

Name of client

Date of transfer

New facility

New counselor (if assigned)

#### Clients Admitted to Treatment

Name of client

Date of admission

Time of admission

Name of assigned counselor