



BHH Designated Provider Agency Work Group Notes Encounter Notes Training

July 16, 2021
1:00pm – 3:00pm
Virtual Meeting

List of attendees is on page 3.

A. Billing Updates

- a. PCP Consultant Trackers for FY20-21 are due on 07/30/2021. The PCP Consultant, BHH Director and the CEO must sign them.
 - i. Each agency should have received their PCP consultant Tracker for FY21-22 (July 1, 2021-June 30, 2022). Please reach out to Lauren ASAP if you have not received it. The data submitted will be compiled in August. Once the data is reviewed, providers will know their total number of hours submitted.
 - ii. The full summary tab also must be completed, including salary.
 - iii. If a provider agency has more than one PCP consultant, each one has to have their own tracker. If the original PCP consultant left the agency, those hours must come as described and include a signed letter from the CEO stating why the PCP consultant is not able to sign the tracker.

B. Encounter Notes Presentation (1:15pm-2:15pm)

- a. Person Centered Recovery Plan (PCRP)
 - i. Treatment plan must be well written, with clear & measurable goals& objectives.
 - ii. Goal as defined by client
 - iii. Strengths/Assets & Barriers/Assessed Needs
 - iv. Short-Term Objectives should me the **SMART** tool requirements
 1. Specific, Measurable, Achievable, Relevant, Time
 - v. Interventions (What did you do?)
- b. Review of BHH Core Services
 - i. Comprehensive Care Management
 - ii. Care Coordination
 - iii. Health Promotion
 - iv. Patient and Family Support

- v. Comprehensive Transitional Care
- vi. Referral to Community Support Services
- vii. How to Write an Encounter Note
- c. GIRP (Goal, Intervention, Response, Plan)
 - i. Use to tell a specific story with specific details
 - ii. Goal: What does your client want to achieve?
 - iii. Intervention: How did you help your client meet their goal?
 - iv. Response: How did your client react to your intervention?
 - v. Plan: What will you & your client do next?

For more information on the encounter notes training, please refer to the Encounter Notes Presentation.

Participant List

Name	Agency
Denise Perez	ABH
Ginny Murdoch	ABH
Paul Zakarian	ABH
Jeannie Wigglesworth	Beacon Health Options
Jennifer Gagnon	Beacon Health Options
Anthony Lawson	Bhcare
Jessica Kolinsky	Bhcare
Maria Carusone	Bhcare
Wiley Rutledge	Bhcare
Josephine Feliciano	Bridges
Pat Bennett	Bridges
Patience Claver-Obinna	Bridges
Patricia Bennett	Bridges
Shirley Dolce	Bridges
Trish Kramer	Bridges
Valerie Mallard	Bridges
Chris Porcher	CMHA
Ed Ford	CMHA
Karolina Dudzik	CMHC
Karsten Olsen	CMHC
Molly Malone	CMHC
Susan Swonson-Liso	CMHC
Velvet Yusko	CMHC
Carleen Zambetti	DMHAS
Katharine Willis	DMHAS
Lauren Staiger	DMHAS
Elizabeth DeConto	Rushford
Kimberly Whipple	Rushford
Jesus Silva	SMHA
Lillian Centeno	SMHA
Alix O'Neil	Sound
Donna Blake	SWCMHS
Joe Trzaska	SWCMHS
Migdalia Guzman	SWCMHS
Victoria Hoey	SWCMHS