

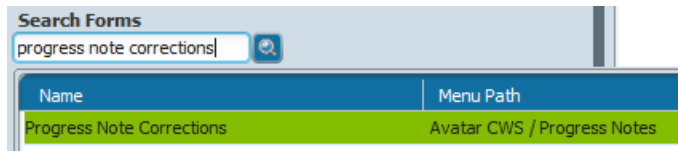


Direct Time, Documentation Time and/or Travel Time corrections to Progress Notes

The purpose of this desk reference is to provide guidance on how to make changes to the Direct Time, Documentation Time and/or Travel Time fields on finalized Progress Notes (Group and Individual). These corrections can only be completed by Avatar users with the permissions to access the Progress Note Corrections form.

Menu Path

1. Use Menu path: Avatar CWS > Progress Notes > Progress Note Corrections or enter “Progress Note Corrections” under Search Forms:



Details

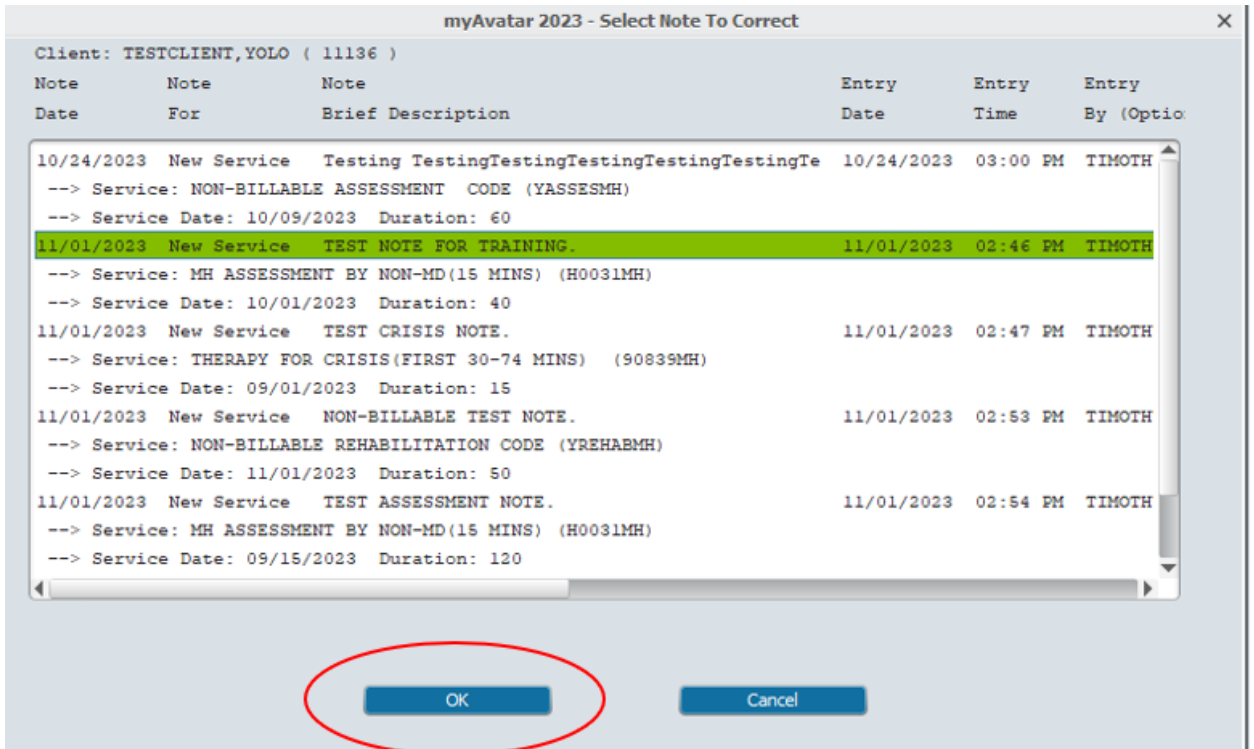
1. The Progress Note requiring correction must be in Final status to make corrections using the Progress Note Corrections form.
2. The service must be in an Open status before proceeding with a correction. See Checking Open Status desk reference for instruction on determining service status. If the service is not in an open status do not proceed, contact the HHSA Fiscal department.

Steps

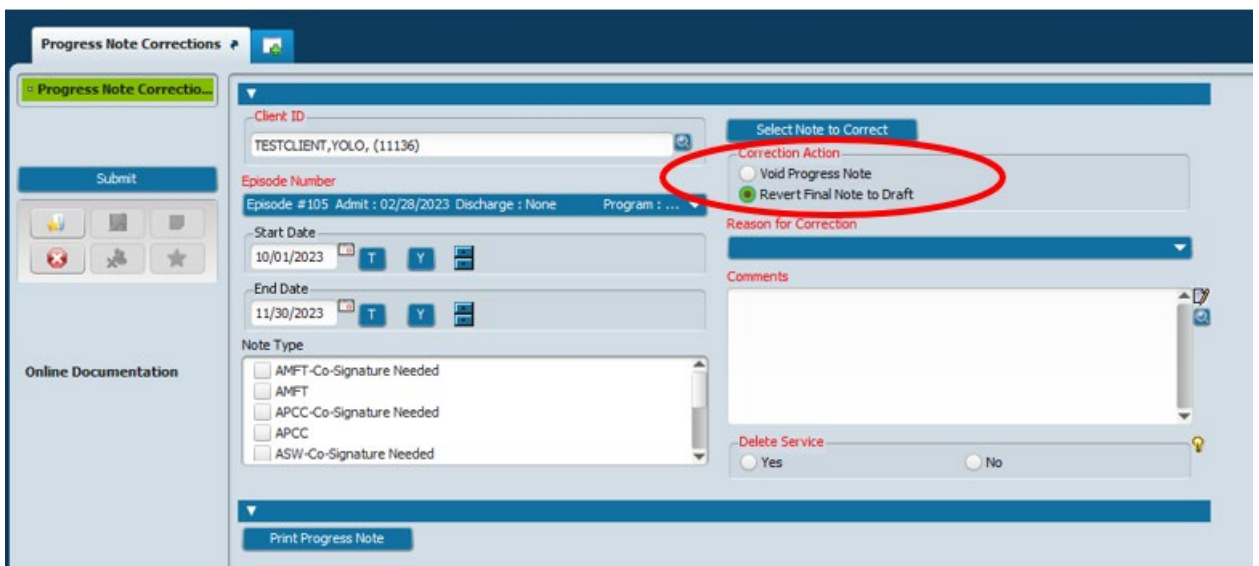
- Open the Progress Note Corrections form.
1. Enter the “Client ID” and select the “Episode Number” in which the note was filed. The Start Date will auto populate with the start of the episode date. To narrow the search results the Start Date can be changed. This date is based on the date the note was started by the provider, NOT the Date of Service. If desired, enter an End Date and click on applicable Note Types. Click on Select Note to Correct button.

The screenshot shows the 'Progress Note Corrections' form. At the top, the client information is displayed: 'TESTCLIENT, YOLO (000011136)', 'Preferred Name: George', 'Personal Pronouns: He/Him/His', 'F, 11, 03/13/2012', 'Ep: 105 : Hope Cooperative-FSP', 'Problem P: -', 'DX P: -', and 'Phone #: 530-666-6666'. The form has a 'Submit' button on the left. The main form area includes a 'Client ID' field with the value 'TESTCLIENT, YOLO, (11136)', an 'Episode Number' field with the value '#105', a 'Start Date' field with the value '02/28/2023', and an 'End Date' field. Below these are 'Note Type' checkboxes for 'AMFT-Co-Signature Needed', 'AMFT', 'APCC-Co-Signature Needed', 'APCC', and 'ASW-Co-Signature Needed'. A 'Select Note to Correct' button is highlighted with a red circle. Other options include 'Correction Action' (Void Progress Note, Revert Final Note to Draft), 'Reason for Correction', 'Comments', and 'Delete Service' (Yes/No). A 'Print Progress Note' button is at the bottom.

2. A pop-up box with your selections will appear, click on the line item of the Note you want to correct and then click “OK.”



- Upon making your selection, the Correction Action, Reason for Correction, Comments and Delete Service fields will become mandatory (turn red). In the Correction Action field click on Revert Final Note to Draft.



4. In the Reason for Correction drop down, make the appropriate selection.

The screenshot shows the 'Progress Note Corrections' form. The 'Reason for Correction' dropdown menu is open, and the option 'Payment Reform Correction' is selected. Other options visible are 'Duplicate Note' and 'Revert to Draft'. The form also includes fields for Client ID (TESTCLIENT, YOLO, (11136)), Episode Number (105), Start Date (10/01/2023), End Date (11/30/2023), and Note Type (AMFT, APCC, ASW). A 'Delete Service' field is set to 'No'.

5. In the Comments field, enter a summary as to the reason the note is being reverted to draft. Example: "<Date> <Initials> Clinician typo on Direct Time, entered 500 minutes when should've been 50."

The screenshot shows the 'Progress Note Corrections' form with the 'Comments' field filled with the text: "11/27/23 TJ: Add on service 90785MH was used instead of T1013MH." The 'Reason for Correction' dropdown is still set to 'Payment Reform Correction'. The 'Delete Service' field is set to 'No'.

6. In the Delete Service field, select No.

Progress Note Corrections

Client ID: TESTCLIENT, YOLO, (11136)

Episode # 105 Admit : 02/28/2023 Discharge : None Program : ...

Start Date: 10/01/2023

End Date: 11/30/2023

Note Type:

- AMFT-Co-Signature Needed
- AMFT
- APCC-Co-Signature Needed
- APCC
- ASW-Co-Signature Needed

Reason for Correction: Payment Reform Correction

Comments: 11/27/23 TJ: Add on service 90785MH was used instead of T1013MH.

Delete Service: Yes No

Print Progress Note

7. Click Submit.

TESTCLIENT, YOLO (000011136)
 Preferred Name: George
 Personal Pronouns: He/Him/His
 F, 11, 03/13/2012

Ep: 97 : 1-HHSA MH EPISODE
 Problem P: -
 DX P: F12.10 Cannabis use disor
 Phone #: 530-666-6666

Edit Service Information

Client ID: TESTCLIENT, YOLO, (11136)

Service Start Date: 09/01/2023

Service End Date: []

Service Selection Default: All

Select Service(s) To Edit

Practitioner: SIDHU, PAM (000017)

Modifiers

Episode # 97 Admit : 08/17/2022 Discharge : None Program : 1...

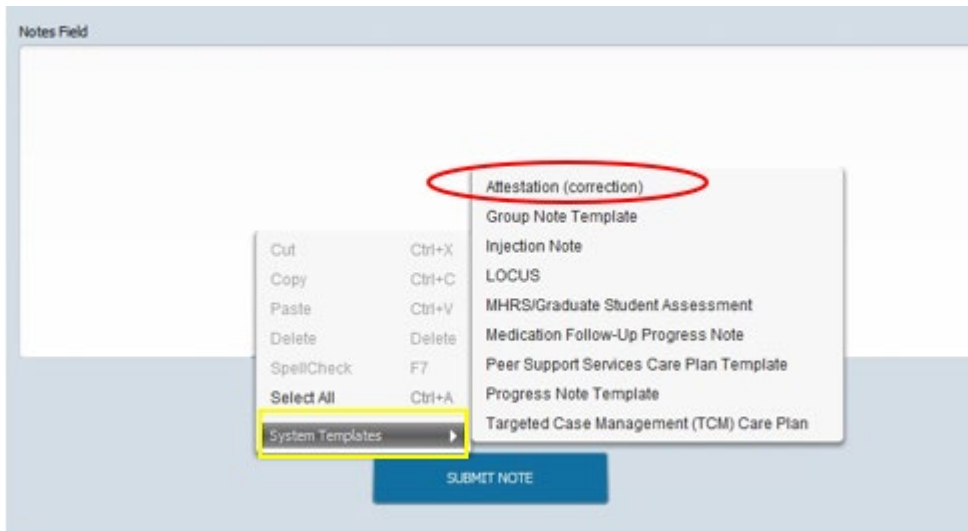
Episode Number (Edit): Episode # 97 Admit : 08/17/20...

Service Code: []

Submit

8. At this time the note will revert back to draft status and appear in the original author's To Do list. The author will need to go into the note and make changes within the Direct Time, Documentation Time and/or Travel Time section. Note: if the Direct Time is updated ensure the Service Duration time is the same per Payment Reform guidance issued. Please refer to the Progress Notes (Group and Individual) Desk Reference located on the Yolo County public website under MyAvatar Resources.

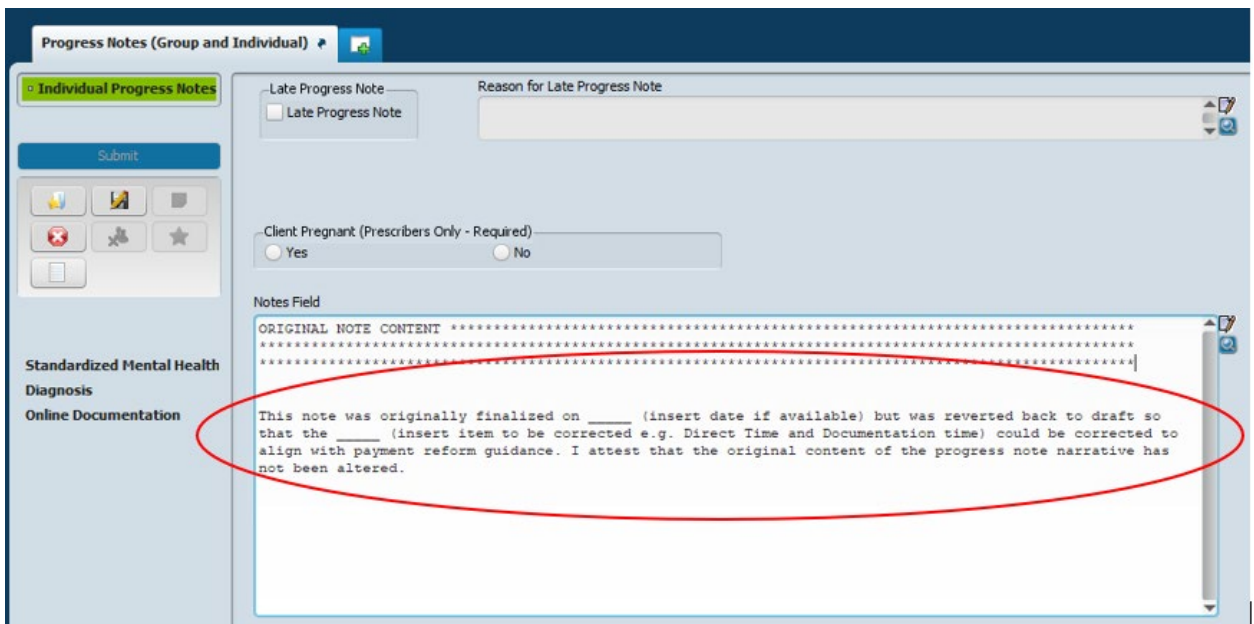
- In the Notes Field, under the original note content, the following verbiage should be added: “This note was originally finalized on ____ (insert date if available) but was reverted back to draft so that the ____ (insert item to be corrected e.g., Direct Time could be corrected from 500 to 50 minutes). I attest that the original content of the progress note narrative has not been altered.” **NOTE: This text can be added by right-clicking in the Notes Field, then selecting System Templates and then selecting Attestation (correction).**



Upon receiving the below pop up box, select Append.



The attestation will appear below the original note content at which time it must be edited to enter the specific correction information (for example, entering dates and reasons for corrections, per the instructions in the templated language you've just inserted).



10. In the Draft/Final field click Final, then click Submit.

Home Progress Notes Preferences

TESTCLIENT, YOLO (000011136)
 Preferred Name: George
 Personal Pronouns: He/Him/His
 F, 11, 03/13/2012

Ep: 105 : Hope Cooperative-FSP
 Problem P: -
 DX P: -
 Phone #: 530-666-6666

Location: 25 MAIN ST, WOODLAND, CA
 Attn. Pract.: -
 Adm. Pract.: PAM SIDHU

Progress Notes (Group and Individual)

Individual Progress Notes

Submit

Late Progress Note
 Late Progress Note

Reason for Late Progress Note

Client Pregnant (Prescribers Only - Required)
 Yes No

Notes Field

ORIGINAL NOTE CONTENT *****

This note was originally finalized on ____ (insert date if available) but was reverted back to draft so that the ____ (insert item to be corrected e.g. Direct Time and Documentation time) could be corrected to align with payment reform guidance. I attest that the original content of the progress note narrative has not been altered.

Draft/Final
 Draft Final

SUBMIT NOTE