

## MCP Review Process – Treatment Plan Review Only

Person who is listed as PSC will receive MCP review on their task list. It's important to understand that the MCP Review tab functions primary to apply a date stamp on documents associated with the treatment plan review. Review all documents outside of the MCP Review tab, first, then use the tab to date stamp the documents.

1. Go straight to these documents that need to be reviewed – **do not use MCP Review tab at this point**
  - a. Dx
  - b. CSP
  - c. SCP
2. Dx
  - a. If no changes are required, click Back to Chart Cover
  - b. If changes are required, click Modify, make changes and Sign and Save
  - c. This does create a new record number
3. CSP
  - a. If no changes are required, click Back to Chart Cover
  - b. If changes are required, click Modify, make changes and Sign and Save
  - c. To remove a tx method, unclick treatment checkboxes on each Problem Area
  - d. This does create a new record number
4. SCP
  - a. Need to go to all open Primary Treatment Plan SCPs
  - b. If no changes are required, click Back to Chart Cover
  - c. If changes are required, click the Modify tab, make changes, Sign and Save
  - d. This does create a new record number
  - e. Close out the old record that was modified and mark as Continued
5. **Now** go to the MCP Review tab
  - a. Click the Add Record tab
6. Review the date on the MCP Review form
  - a. Date must be the current or future date
7. Ignore the Authorize Services Boxes. If changes need to be made go directly to the CSP.
8. Diag
  - a. Click the small gray box to open Diag
  - b. Click the Reviewed tab
9. SPMI/SED
  - a. Click the small gray box to open SPMI/SED
  - b. Fill out the new SPMI/SED form
  - c. Sign and save
10. SCP
  - a. Click on small gray box to open Primary Treatment Plan SCP (SDS and CM SCPs are not available for update and review here)
  - b. Click on the Add or Edit Review
  - c. Enter the Review Date at the Top of the Form
  - d. Move sliders to the appropriate number
  - e. Address progress for each goal in the box
  - f. Save SCP Review
  - g. Sign and Save
11. Upon completion of the review, the Next Review Date on the client chart cover is updated by 6 months. If Foster Care is the payer, then the review period is 3 months.
12. Go to progress note section and document review using EVLD\*

*\* This is only billable when done in conjunction with face-to-face contact as an EVL, IT, or other formal face-to-face contact with client. Then as a result of that face-to-face contact you may use the EVLD to re-establish a new treatment plan for the next 3 or 6 months. Make sure your narrative reflects the time and effort spent establishing the goals and treatments for the next treatment period including all of the progress of lack of. Do not just bill for documentation.*