



SOQIC Update

Solutions for Ohio's Quality Improvement and Compliance

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SOQIC Standardized Documentation Initiative

SOQIC Optional Forms

The 22 SOQIC forms cover the entire treatment process from admission to discharge, including assessment, treatment planning and progress notes. The forms are designed to enable compliance with all regulations and accreditation standards: ODMH and ODADAS, Medicare/Medicaid, JCAHO, COA, and CARF.

There are four SOQIC forms which were designed as samples or providers can use their own version of these forms. Aside from the guidance given in the forms summary grid, there are no instructions or compliance grids developed for these four forms: **Demographic, Health History, Mental Status Exam and Lethality Assessment.**

These forms all call for information that is required in some way by rules, accreditation standards or good practice. Many agencies have specific, individual ways of accommodating these needs. The three accreditation bodies address these elements in different ways, so it is very important to know your accreditation standards. You also need to indicate in your agency policies how these standards are addressed.

For example: JCAHO requires a health screening. An agency determines in its written policies and procedures which staff are able to perform the screening (scope of practice needs to be considered), the data to be collected, time frames and decision criteria for determining if a physical exam needs to be conducted. The data collected needs to include at least significant known past treatment procedures, past and current diagnoses or problems, and current and recently used medications. A qualified licensed independent practitioner (physician) needs to participate in developing the screening procedures. This process needs to be documented. Thus, an agency can use the SOQIC Health History form with the approval of the agency's medical director and by documenting how it is to be used in agency policies.

The Mental Status Exam (MSE) form and the Lethality Assessment forms are provided as an option. Because MSE and Lethality Assessment can be an issue of agency liability, the agency needs to determine what forms and processes are to be used and to document this in agency policies. SOQIC provides these optional forms or agencies can choose to use another form, or create a narrative to fully cover elements needed from which clinical decisions are made.

The guidance given in the form summary grid follows:

Demographic Information:

- ✓ Must be **completed** at the time of **initial contact** with client
- ✓ Serves as a companion/top page for the Diagnostic Assessment form
- ✓ Reflects the minimum amount of demographic data to record for each client (Use this form or agency form)

Health History

- ✓ Completion is recommended as a *Good Clinical Practice* (Use this form or agency form)
- ✓ Completion is required for all AoD clients (Use this form or agency form)
- ✓ To be completed by client, family or guardian
- ✓ To be reviewed by a clinical and/or medical professional for assessment and referrals

More on page two....

Mental Status Exam

- ✓ A sample form to be used by your agency if you do not have a form for documenting a mental status exam
- ✓ Complete as part of the diagnostic, crisis or psychiatric assessment, or DA update if necessary

Lethality Assessment

- ✓ A sample form to be used by your agency if you do not have a form for documenting a lethality assessment
- ✓ Complete as part of the diagnostic, crisis or psychiatric assessment, or DA update if necessary
- ✓ Designed for use with adults

The SOQIC forms are intended to support and complement all aspect of Provider Agencies' good clinical practices, simplify the record-keeping, promote client-clinician interaction by reducing the amount of redundant information and provide a good record over time for the Provider to assist a client/family in the recovery process.

For information regarding SOQIC Forms Initiative contact **Racquel Graham at ODMH** by email: GrahamR@mh.state.oh.us

For access to the SOQIC forms and Training Manual please refer to the SOQIC Web Site at: <http://www.mh.state.oh.us/initiatives/soqic/soqic.home.html>

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