**Detailed Instructions on the Documentation of TEAP Services**

Clinical Services are required to be documented in the student health record (SHR) and the following PRH guidance applies: **PRH Requirement 2: 2.3 Health Services, R13 Professional Standards of Care** which says:

*All center health staff and providers must follow accepted professional standards of care and are subject to prevailing state laws, including but not limited to:*

1. *Maintaining a copy of current provider’s license, Drug Enforcement Agency (DEA) registration, and proof of liability insurance, if applicable, in center health facility.*
2. *Documenting all prescribed medications and treatment in student health record.*
3. *Documenting all laboratory procedures ordered and recording the results in student health record.*
4. *Following current standards of care when providing health services and treating illnesses and injuries.*

**Remember if it is not documented, it did not happen.**

**What must be documented in the student health record (SHR)?**

1. Review of Social Intake Form (SIF), including scoring the CRAFFT and signing/dating the form.
2. Administration of Formalized Assessments (e.g., SASSI, DAST, MAST, CUDIT-R) and the clinical conclusions (can be documented right on the testing protocol or in a separate note on the SF-600).
3. Drug testing results and adherence to chain of custody (have students sign/initial and date the laboratory testing).
4. Intervention services, including individual and group sessions. (Notes should include five elements: the content of the interaction, the student’s response/reaction, the plan, and signature/date).
5. Referrals for off-center substance use treatment and the follow-up consultation with provider.
6. Case management discussion with Center Mental Health Consultant (CMHC), Health and Wellness Director (HWD), and/or Center Director (CD).
7. Alcohol testing results (must be sent to health and wellness center (HWC) by the staff member who administered the test).
8. Suspicion screen referrals for drugs to HWC then to Center Director for final review and decision.
9. Assessment for MSWR, including whether the student consents and referrals provided (MSWR form located under administrative forms at <https://supportservices.jobcorps.gov/health/Pages/Documents.aspx>)
10. Relapse Prevention contacts including the individual and/or group sessions.

**Documentation in a folder/notebook to demonstrate compliance with PRH requirements:**

1. Three or more center wide substance use prevention and education activities, including handouts, pictures, and/or materials utilized.
2. Content for the one-hour Career Preparation Period(CPP) presentation on managing substance use and prevention (as well as sign-in sheets, if kept).
3. Content of Career Development Period (CDP) and Career Transition Period **(**CTP) presentations on managing substance abuse, misuse and dependency (as well as sign-in sheets, if kept).
4. Relapse prevention center-wide activities.
5. General consultation and program/activity development with staff such as CMHC, CD, recreation and other departments. For instance, keep a copy of the HEALs minutes to show TEAP involvement.