

M E M O R A N D U M

Date: August 14, 2019
To: Behavioral Wellness Staff
From: Maria Arteaga, Interim Policy and Procedure Coordinator
Subject: Mental Health Progress Note Policy

The attached approved policy number 8.102- *Mental Health Progress Notes Policy* went into effect **July 10, 2019**.

Supervisors and Managers: Please distribute and discuss at staff team meetings, and assign the module in RELIAS titled: “Be Well Policy: Mental Health Staff Notes” to all staff who write progress notes. Additionally, please assure that all staff under your supervision have been trained on this revised policy no later than **August 31, 2019**.

Policy

The *Mental Health Progress Notes* policy has been updated to amend the timeliness for entering and finalizing a progress note. Attached is the Standard Abbreviation List for your reference. The policy and Standard Abbreviation List are attached to this email and can also be accessed on the Behavioral Wellness website at this link: <http://countyofsb.org/behavioral-wellness/policies>.

Staff: This training will be assigned by supervisors using RELIAS, the module is titled: “Be Well Policy: Mental Health Staff Notes.” Please log into your Relias account and complete the policy attestation no later than **August 31st, 2019**.

For any further questions, please contact: Maria Arteaga, Interim Policy and Procedure Coordinator, at mariatreaga@co.santa-barbara.ca.us