

## Progress Note Time Entry Guidance

### Service Time

- Time Specialist/Clinician spent providing a service.
- Enter total service time in service time box.
- Includes all modes of service delivery: face-to-face, telephone (telehealth audio only), video conferencing (telehealth video + audio), and written.

### Documentation Time

- Time Specialist/Clinician spent writing the Progress Note.
- Enter total documentation time in Documentation Time box.
- Documentation time is not billed as part of the service, but it must be entered so that data about staff time/activities can be studied over time by State.
- Note: If concurrent or collaborative documentation was completed during the service, documentation time must not be added.

### Travel Time

- Time Specialist/Clinician spent traveling to provide a service.
- Enter total travel time in Travel Time box.
- Travel time can be one way or round trip.
- Travel time is time spent traveling from a Medi-Cal certified site to the service location (ex. client home, school, another office such as DSS).
- Travel time does not include traveling from one Behavioral Health site to another.
- Travel time is not billed as part of the service, but it must be entered so that data about staff time/activities can be studied over time.

### Transportation Time (DMC-ODS Services Only)

- Time Specialist/Clinician spent transporting a client to link them to physical healthcare, mental health care, medically necessary treatment, or to other ancillary services is a Case Management intervention.
- Must be part of a TCM/ICC service only. No other DMC-ODS procedures/services allow for transportation to be billed as part of the service time.
- Transportation time is service time.
- Progress note must include statement(S) about transportation in the Progress Note narrative intervention section.