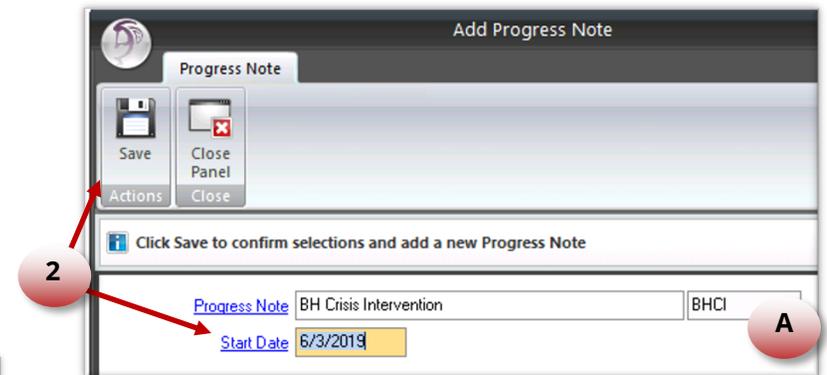
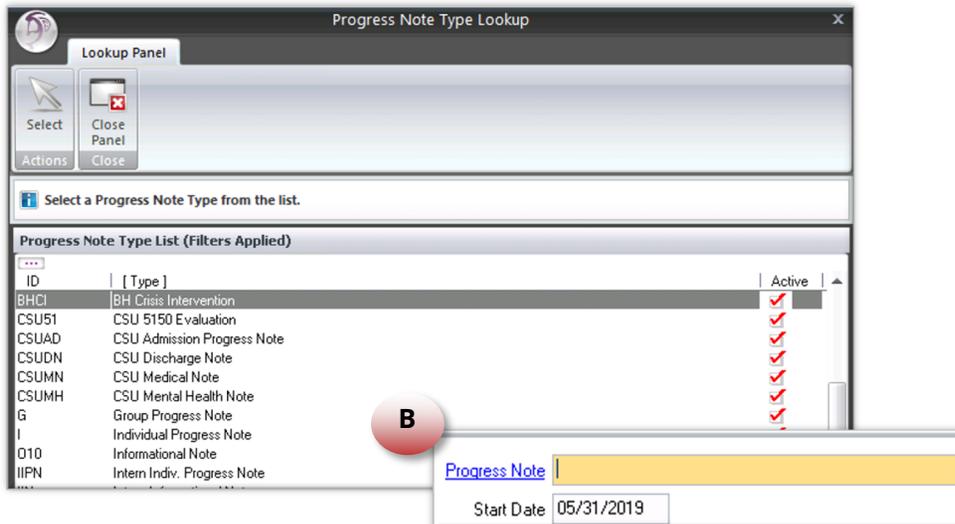
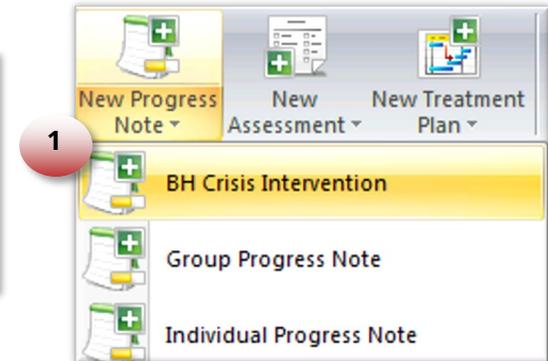


### BH CRISIS INTERVENTION PROGRESS NOTE

1. To launch a **BH Crisis Intervention** progress Note, click on the lower portion of the **New Progress Note Icon** and select **BH Crisis Intervention**. Please see the guide, *How to Save Commonly Used Assessments to your Homepage* to add to add the **BH Crisis Intervention Note** to your **Frequently Used Progress Notes List**.
2. Verify that the **Date** entered is the correct date needed for your progress note, and then click **Save** to launch the note.



### Note:

If you do not have the **BH Crisis Intervention Progress Note** available to you from the lower portion of the **New Progress Note Icon**, you must use the upper portion of the **New Progress Note Icon** to search for and select **BH Crisis Intervention**.

A. Type **"BHCI"** into the **Progress Note** field and then press the **Tab** button on your keyboard.

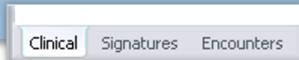
Or

B. Click on the **Upper Portion** of the **New Progress Note Icon** and click on the **Progress Note "hyperlink."** Then select **BH Crisis Intervention**.

Similar to Individual Progress Notes, the **BH Crisis Intervention Note** is sectioned off by **three tabs**:

- **Clinical**
- **Signatures**
- **Encounters**

You can navigate to each section by clicking on the corresponding tab.



### CLINICAL SECTION

Within the **Clinical Section**, you will need to do the following:

1. In the **Client Narrative Section** use either the **Standard Text Template** or type a brief statement referring to the **BH Crisis Intervention Assessment**.
2. Link the **Related Treatment Plan** to the note. To do this, click on the **Green Plus** sign next to **Related Treatment Plan** and then **Select** and **Save** the appropriate **Treatment Plan**.
3. In the **Related Clinical Documentation Section**, click the **Green Plus Sign** to select **Assessments** and then select **Add BH Crisis Intervention**. Select the correct **Date** to be used for the **Assessment**.

This will launch the **BH Crisis Intervention Assessment** in a separate window.

**1** Current Client Information

MH CLIENT, FICTIONAL A  
 Case Number: 400001 Gender: Male DOB: 01/01/1988 Age: 31 yrs  
 Allergies: Haddol, Beechams Veno's for Kids Chesty Cough, Insect Stings

**2** Related Treatment Plan

No Treatment Plan

Related Treatment Plan

[Treatment Plan - MH Treatment Plan](#)  
 Revision: 1 Start: 09/02/2018 End: 09/01/2019

Intervention(s) Objective(s)

**3** Related Clinical Documentation

Va...	Type	Documents	Date	Linked By	Word
There are no items to show.					

Assessments Import Assessment

Add BH Crisis Intervention

June, 2019

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today None



### BH CRISIS INTERVENTION ASSESSMENT

Complete and sign the **BH Crisis Intervention Assessment**. Note the following:

- If you have a **Clinical Supervisor** who **Co-Signs** your work, do not **Final Approve** the **Assessment**.
- If you do not need a clinical co-signature, then be sure to **Final Approve** the **Assessment** before you **Final Approve** the **BH Crisis Intervention Progress Note**.

### ENCOUNTERS AND SIGNATURES SECTION

Complete the **Encounter Data** and **Signatures Sections** as you would with any **Progress Note**.

If you need a clinical **Co-Signature**, route the **BH Crisis Intervention Note** to your clinical **Supervisor** for review.

When the review is complete, the clinical **Supervisor** will **Final Approve** the **Assessment** and then **Sign** and **Final Approve** the **BH Crisis Intervention Progress Note**.

F/A Sig	Va...	Related To	Related Client	Ent...	Signature Line Heading
!					Event Level Staff Staff

### LOCATION OF BH CRISIS INTERVENTION PROGRESS NOTE AND ASSESSMENT

1. The **BH Crisis Intervention Progress Note** can be found in the **Progress Note Tab** of the client's chart.
2. The **BH Crisis Intervention Assessment** can be accessed again (to **Review, Edit** or to **Final Approve**) by clicking on it within the **Related Clinical Documentation** section of the **BH Crisis Intervention Progress Note**.
3. The **Assessment** can also be accessed from within the **Assessment Tab** by double clicking on it. Remember you may need to **Refresh** first.

**FICTIONAL A MH CLIENT 400001 Male Born: 01/01/1988**

**Progress Notes**

Search Progress Notes

Treatment Plan	Type	F/A	Date
TP MH Treatment Plan 09/02/2018-09/...	BH Crisis Intervention		06/04/2019
TP MH Treatment Plan 09/02/2018-09/...	Informational Note	<input checked="" type="checkbox"/>	04/29/2019

**Assessments**

Description

Date

**Description: BH Crisis Intervention**

06/03/2019

**Related Clinical Documentation**

Va...	Type	Documents	Date	Linked By	Void
?	Assessment	BH Crisis Intervention	06/04/2019	MOLLY HEINTZ	

Scheduled Services Services **Progress Notes** Treatment Plans Assessments Substance Abuse

#### Note:

You can view, open and edit a saved **BH Crisis Intervention Assessment** from the **Assessment Tab** but you can only **launch** a new **BH Crisis Intervention Assessment** from within a **BH Crisis Intervention Progress Note**.

You will not see the **BH Crisis Intervention Assessment** listed as a choice when you use the **New Assessment Icon** in your **Client Ribbon Menu**. This is because a crisis assessment is always a service.

Additionally, if you **Delete** or **Void** the **BH Crisis Intervention Progress Note**, you will lose all service data, but the **BH Crisis Intervention Assessment** will still be listed in the **Assessment Tab**. If the service was created in error, you must delete or void **BOTH** the **BH Crisis Intervention Progress Note** and the **BH Crisis Intervention Assessment** separately. Note that you can **Delete** before **Final Approval**. After **Final Approval** then you or your supervisor will need to use **Void**.