DOCUMENTATION: LEs

This section applies to those licensed counselors who do LEs for others.

The purpose of the LE (licensed evaluation) is to verify the diagnosis given by the non-licensed counselor during the intake, to verify the presenting problems, making sure the client is a real person, etc. It is a simple 10-20 minute (1-2 unit) call. We recommend you text and/or call the client and let them know you need to schedule this short meeting to approve the services for the counselor who is on the case.

You must complete the LE within 14 days.

Enter the basic information:

- Client ID
- Client's Name (make sure it's not misspelled = must match EHR)
- Session Date
- Start Time
- End Time
- The duration and number of units will auto-calculate
- Where the session took place
- Who participated in the session (client, parent? Someone else was there too?)

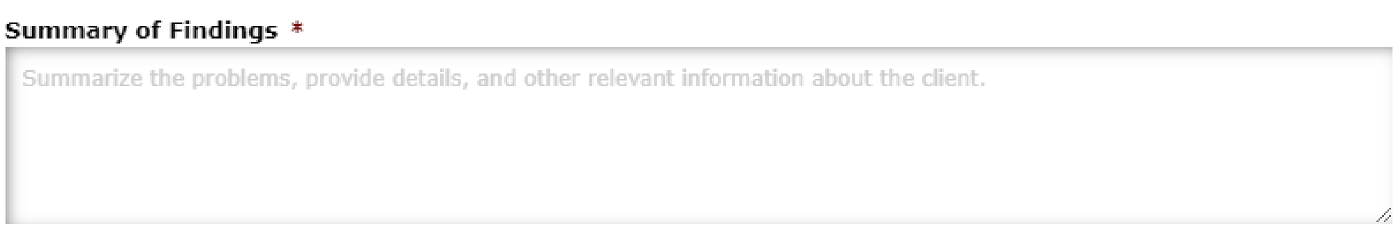
Address which presents problems the client talked about.

- You CAN indicate many problems here, but the MAIN problems will become part of the treatment plan.
- Consult with the Bio-Psychosocial done by the intake clinician.

Complete the Suicidal Risk check.

Summary of Findings.

- Here is where you will use a narrative form to summarize the problem(s).
- Be specific as possible.
- Include anything relevant that the client/family discloses, even if not directly related to the problem.
    - o e.g. Client attends school and is in 6th grade; client's parents are divorce, etc.



Complete the Mental Health Status

Indicate what the Primary Diagnosis is. Write the ICD-10 code + the name. --- "F90.1 – ADHD -xxxx"

Enter a secondary diagnosis if necessary.

- Here you can enter diagnosis from history, meaning ones that were previously given.

Select the Plan (Outpatient Services).

Complete your name, credentials (e.g. LMHC), Sign your name, and date it.

Upload any files if necessary (e.g. drawings, client reports, etc.). >>>>>> Press Submit Note.

Let your colleague (the intake clinician), know that it's been completed, and what the diagnosis is, so that he/she can proceed to complete the treatment plan for the client. Please do this right-away so you do not forget.