

# INTERIM INSTRUCTION NOTICE #09-001

March 2, 2009

**SUBJECT: Use of Episode Closing Codes**

**DISTRIBUTION: All Department of  
Behavioral Health Staff  
and Contract Agencies**

**OBSOLETE:**

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**Effective Date**      **March 2, 2009**

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**Overview**            In order for the Department of Behavioral Health to measure and report the value of our services, it is important for clinics to record information about clients' progress toward the goals established for treatment.

This notice provides interim codes to utilize until formal Departmental procedures are finalized and approved. Staff and contract agencies are instructed to use the episode closing codes listed in this Interim Instruction Notice.

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**Definitions**        *Goals Reached-* The recovery goals mutually agreed to by the provider and client have been fully or substantially reached.

*Goals Partially Reached-*The recovery goals mutually agreed to by the provider and client have been partially achieved, but were not completed at time episode was closed.

*Goals Not Reached-*The recovery goals mutually agreed to by the provider and client were not achieved at time episode was closed.

*Mutual Agreement-* Client and provider agree that services should be discontinued.

*Client Deceased-* An episode within the Mental Health Plan was open at the time client passed away.

*Client Moved-* An episode within the Mental Health Plan was open at the time client moved from the service provider's area. Goals may have been reached, partially reached or not reached at the time of the move.

*Client Incarcerated-* An episode within the Mental Health Plan was open at the time client was incarcerated. Goals may have been reached, partially reached or not reached at the time of the incarceration.

*Administrative Discharge-*This category is used when an episode is closed purely for MHP administrative reasons, such as the closure of a clinic or change in the reporting unit designator for a site.

*Client Dissatisfied*- Client unilaterally ended services due to dissatisfaction. Notate that the agreed upon episode goals may have been reached, partially reached or not reached, independent of client's decision.

*No Follow Through*- Client failed to follow through with planned services. Notate that the agreed upon episode goals may have been reached, partially reached or not reached, independent of client's non-attendance.

*Age Ineligible*- Client's episode was closed due to "aging out" of a specialized child or adolescent program. Notate that the agreed upon episode goals may have been reached, partially reached or not reached at time of episode closure.

*No Services Needed*- This code is reserved for episodes closed during the screening or assessment and prior to a service plan being written.

*Reason Unknown*-This code should only be used when no information is available concerning actual reason for episode closure.

**Procedures**

The clinician or psychiatrist most familiar with the client's course of treatment should select the appropriate code and record this on the Episode Closing form in the appropriate location.

Note that the client may have made substantive progress toward one or more recovery goals even though he or she was dissatisfied with services, moved away or left treatment without notice or, due to issues unrelated to the treatment provided by the Mental Health Plan, became incarcerated or passed away from accident or illness.

**Reason Episode Closed**

The following table indicates the appropriate episode closing code to use based on the status of the recovery goals at the time of episode closure.

Status of Recovery Goals at Time of Episode Closure	Mutual Agreement	Client Deceased	Client Moved	Client Incarcerated	Admin Discharge	Client Dissatisfied	No Follow Through
Reached	50	51	52	53	54	55	56
Partially Reached	60	61	62	63	64	65	66
Not Reached	70	71	72	73	74	75	76

Other Reasons	Code
Age Ineligible	15
No Services Needed	18
Reason Unknown	99

**Questions**

Questions regarding this Interim Instruction Notice should be directed to Research and Evaluation (909) 382-3149.