



Treatment Team Facilitator Note Job Aide

The Treatment Team Facilitator (TTF) Note provides one place for the TTF to document a progress note for Clinical Review, HRC Update, Behavior Services Review, IRP notes, and General notes. The TTF Note also allows for easy retrieval of these notes by all disciplines.

To enter a TTF Note, select the client, and type Treatment Team in the Search Forms field.

Entering the Treatment Team Facilitator Note

#1 Select Episode from the drop down

#2 Click Independent Note in the Progress Note For field

#3 Click the drop down in the Note Type field and scroll to select Treatment Team Facilitator Note

#4 Select the type of note to enter in the Treatment Team Facilitator Note for field by clicking in the box to the left of each option. Multiple notes may be selected.

Important Note: Once the note type(s) is selected, use the TAB key to move to the next field.

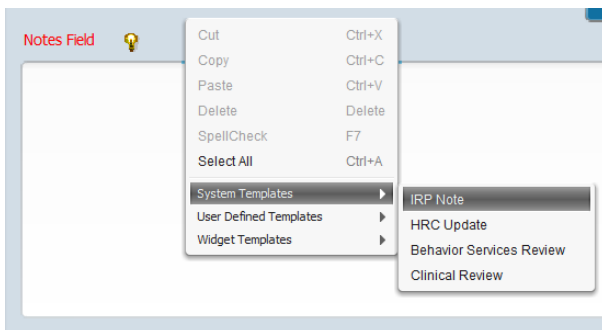
The TAB key will tell the system what other fields become required based on the notes being entered.

Any time a change is made in the selection in the Treatment Team Facilitator Note for field, the TAB key must be used for the required fields to be updated.

Fields that will be required based on type of note being entered:

Type of Note	Required Fields
Behavior Services Review	Notes Field
Clinical Review	Date of RPT/IDT Review Reason for RPT Review/Reassessment CHRP Reviewed? Referred to HRC? Notes Field
General Note	Notes Field
HRC Update	CHRP Reviewed? Notes Field
IRP Note	Notes Field

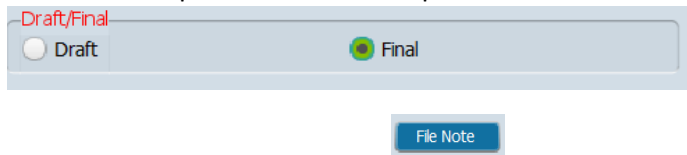
#5 Notes Field - To assist in writing the note, 4 templates exist for the TTF to use if wanted. To access the template, right click in the notes field, hover over System Templates, click appropriate template to include in the note.



Templates include pertinent headers to guide documentation. Available templates are:

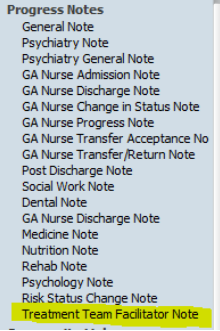
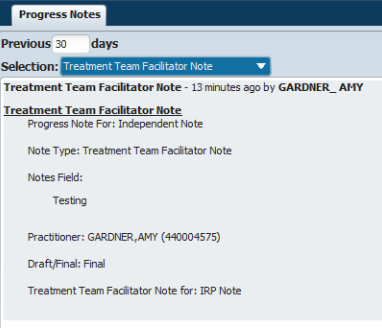
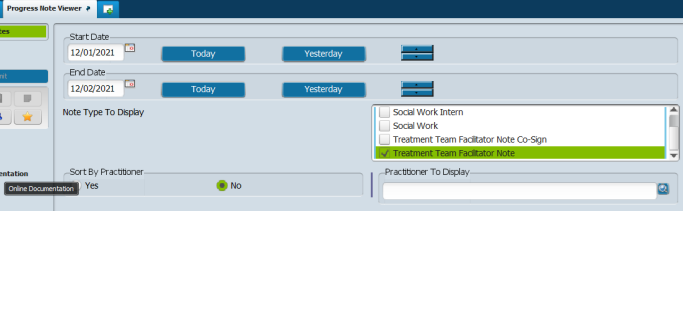
- IRP Note
- HRC Update
- Behavior Services Review
- Clinical Review

#6 Once all required fields are complete and the note is accurate, select Final in the Draft/Final field.



Viewing the Treatment Team Facilitator Note

The TTF note can be seen in Chart View, in the Progress Note widget, and in Progress Note Viewer

Chart View	Progress Note widget	Progress Note Viewer
 <p>Progress Notes</p> <ul style="list-style-type: none"> General Note Psychiatry Note Psychiatry General Note GA Nurse Admission Note GA Nurse Discharge Note GA Nurse Change in Status Note GA Nurse Progress Note GA Nurse Transfer Acceptance No GA Nurse Transfer/Return Note Post Discharge Note Social Work Note Dental Note GA Nurse Discharge Note Medicine Note Nutrition Note Rehab Note Psychology Note Risk Status Change Note Treatment Team Facilitator Note 	 <p>Progress Notes</p> <p>Previous 30 days</p> <p>Selection: Treatment Team Facilitator Note</p> <p>Treatment Team Facilitator Note - 13 minutes ago by GARDNER_ AMY</p> <p>Treatment Team Facilitator Note</p> <p>Progress Note For: Independent Note</p> <p>Note Type: Treatment Team Facilitator Note</p> <p>Notes Field:</p> <p>Testing</p> <p>Practitioner: GARDNER, AMY (440004575)</p> <p>Draft/Final: Final</p> <p>Treatment Team Facilitator Note for: IRP Note</p>	 <p>Progress Note Viewer</p> <p>Start Date: 12/01/2021 Today Yesterday</p> <p>End Date: 12/02/2021 Today Yesterday</p> <p>Note Type To Display</p> <ul style="list-style-type: none"> Social Work Intern Social Work Treatment Team Facilitator Note Co Sign Treatment Team Facilitator Note <p>Practitioner To Display</p> <p>Sort By Practitioner: No</p> <p>Online Documentation: Yes</p>