SUBJECT:  MONTHLY PROGRESS REPORTS

PURPOSE:  To establish procedures for the completion of monthly progress reports for Texas Civil Commitment clients.

PROCEDURE:

I.  Case Manager Monthly Progress Reports

The Case Manager shall complete a Monthly Supervision Progress Report (TCCO-24-16) for each client by the tenth (10th) calendar day of the month. The report is located in the case management automated system under the client’s profile and shall contain the following information:

A.  Monthly Contact with Treatment Provider: This section shall include but is not limited to the information obtained during the monthly staffing. It should explain the client’s progress in treatment for the month.

B.  Client Comments: This section of the report is for comments the client may want to add in addition to the comments already included by the Case Manager.

C.  Case Manager Monthly Summary: This section shall contain a summary of the home/field visits conducted during the month. Each month should be individualized and reflect the client’s current progress. This section should be detailed and vary from month to month. This section allows the Case Manager to suggest ways the clients can improve in order to progress to the next tier. It shall include but is not limited to:

1.  Status of sex offender registration;
2.  Texas identification card/driver’s license status, if applicable;
3.  Client’s tier level;
4.  Any incident reports received during the month;
5.  Drug screen results; if applicable;
6.  Polygraph results and admissions; if applicable;
7.  Penile plethysmograph (PPG) results; if applicable;
8. Medical and mental health information;
9. Cost Recovery compliance;
10. Parole/Probation/Community Supervision compliance, if applicable;
11. Employment information, if applicable; and
12. Notes regarding contacts with collaterals, if applicable.

D. The Case Manager shall review the progress report with the client and obtain the client comments and signature on the Monthly Supervision Progress Report (TCCO-24-16) by the tenth (10th) calendar day of each month.

E. The Case Manager shall scan all progress reports into the case management automated system within two (2) working days from the date the report is signed.

F. The Case Manager shall retain the original signed progress report in the client’s file.

G. The Case Manager shall provide the client with a copy of the signed progress report within two (2) working days from the date the report is signed.

H. The Case Manager shall review and verify monthly that the Treatment Provider has completed and scanned into the case management automated system a monthly progress report for each client on their caseload.

I. The Case Manager shall email a signed copy of the client’s monthly supervision and treatment progress reports to the Parole/Probation/Community Supervision Officer, if applicable, within two (2) working days from the date the report is signed.

II. Treatment Provider Monthly Progress Reports

A. The Treatment Provider shall complete a monthly treatment progress report on each client.

B. The report format must be approved in advance by the Texas Civil Commitment Office (TCCO) and shall contain the following information:
   1. Current Tier Level;
   2. Dynamic Risk Factors;
   3. Lifestyle Factors;
   4. Treatment Participation;
   5. Disciplinary Issues; and
   6. Overall client progress with treatment, to include completion of treatment assignments, internalization of treatment concepts and attainment of behavioral goals to move forward through treatment.
C. The Treatment Provider shall review the monthly treatment progress report with the client and obtain the client’s comments and signature on the progress report by the final working day of the month for services rendered during that month.

D. The Treatment Provider shall scan all signed progress reports into the case management automated system within five (5) working days of the report due date.

E. The Treatment Provider shall provide a copy of the signed Monthly Treatment Progress Report to the client within two (2) working days of signature.

SIGNATURE ON FILE

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Marsha McLane
Executive Director

Associated Forms
- Monthly Supervision Progress Report Form TCCO-24-16