

PACT MSDP Mini-Team Documentation Instructions

Mini- teams are documented on the Comp. Assessment Update form

Instructions –

Write in – “ Mini- team” under reason – Section 1

Check appropriate boxes under ACA Sections for Update.

Update Narrative- describe the incident or information necessitating the mini- team.
and provide narrative for each assessment update and the plan to address it.

Include planned interventions and persons responsible.

Complete preferences as applicable.

Complete Assessed Needs Section, as applicable.

If further evaluations are needed – complete that section. The plan and person responsible to obtain the evaluations should be documented in the Update narrative.

Indicate if an IAP revision is required.

Complete level of care section and client /guardian response section as applicable.

ASAM and Diagnosis are not required.

Provide signature information for those in attendance- (form should delete indications of clinical positions) Attach a page of signatures if needed or an attendance list.

6/19/15