



STATE OF NEW YORK
DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Richard F. Daines, M.D.
Commissioner

Wendy E. Saunders
Chief of Staff

January 11, 2008

Dear Program Director:

This correspondence is in follow-up to the November 6, 2007 meeting regarding the documentation expectations for Licensed Creative Arts Therapists (LCAT) services. As discussed at the meeting, we received numerous inquiries concerning the minimal requirements for documentation. The feedback provided during and subsequent to the meeting was informative, and we thank everyone for their thoughtful comments and suggestions.

The following guidance is being provided to ensure documentation of LCAT services is sufficient and reasonably consistent across programs:

- Group documentation must be maintained for each group session. Documentation should include specific client participation as relevant and appropriate. LCAT groups that are counted as a core service must be closed, have a mental health focus, and must be listed on the Care Plan of each of the participants of the group. (Note: All other general requirements for group documentation also pertain).
- A monthly summary note must be documented in the individual client record for all participants in core service (closed) LCAT groups. The summary note should contain the number and type of LCAT closed groups, the number of individual sessions, and the specific progress and/or concerns related to each problem and goal as listed in the client's care plan as it pertains to LCAT interventions.
- Quarterly reassessments must be conducted and should include the period covered, the number of groups and/or individual sessions, progress or lack thereof towards achieving goals, plan for upcoming quarter.
- Individual progress notes must be documented only when a 1:1 session occurs or a significant event/interaction occurs.

While we are not mandating the use of any particular forms, some programs, such as PSI Brooklyn, St Mary's and VCC and Rivington, have already created forms for the monthly summary or quarterly reassessment which may be available upon request of the programs.

This guidance, most of which is current procedure at many programs, is effective as of this date. If you have any questions, please contact Barbara Willinger at (212) 417-5592.

Sincerely,

Barbara Willinger

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