



STATE OF HAWAII
DEPARTMENT OF HEALTH
CHILD & ADOLESCENT MENTAL HEALTH DIVISION
3627 KILAUEA AVENUE, ROOM 101
HONOLULU, HAWAII 96816
September 18, 2006

In reply, please refer to:
A8070/CL001

TO: All Contract Provider Agencies

FROM: John O. Viesselman, M.D.
CAMHD Medical Director

SUBJECT: **Supervisor Signature on Progress Notes**

Recently issues arose around the requirement that supervisors sign the progress note. In reviewing the Interagency Performance Standards and Practice Guidelines (IPSPG), page 28 #1., Progress Notes, b., last bullet we found the following statement: "full name, title, signature and signature date of the supervisor is required on progress notes (if applicable)." The phrase "if applicable" presented confusion as how to determine applicability.

After review and discussion, CAMHD is issuing this clarification to the statement "if applicable" to be interpreted as follow:

A supervisor's signature is required on the progress note, only if

- 1. The clinician providing the service does not have the credentials to provide the service as defined in the IPSPG service standard on his/her own merit, or*
- 2. The supervisor must direct the clinicians practice.*

Examples of when a supervisor would need to sign a progress note would be any practicum students/residents/interns/etc. providing any service, or an MHP providing a service they were not credentialed to provide.

This clarification is effective as of October 1, 2006. We appreciate your compliance with this clarification. We believe the change will remove any confusion of when the supervisor should sign progress notes. Should you have any questions, please direct your calls to Kuulei Wilton, Provider Relations Liaison at 733-9857 or hkwilton@camhmis.health.state.hi.us.

JOV:df

cc: Christina Donkervoet
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