



SUBSTANCE USE DISORDER CASE FILE ORGANIZATION CHECKLIST

Name: _____

DOC number: _____

Each individual's clinical file will be organized in the following format. The primary Substance Use Disorder Professional (SUDP) will initial by each document to verify all contents are contained in the file.

SECTION 1	SECTION 2
Left side (file order)	Right side (file order)

_____ DOC 14-124 Substance Use Disorder
Case File Organization Checklist

_____ DOC 14-040 Substance Use Disorder
Assessment

_____ CESI/T survey score sheets

_____ GAIN Short Screen

_____ Other correspondence

_____ DOC 14-172 Substance Abuse Recovery
Unit Compound Release of Confidential
Information

_____ DOC 14-039 Substance Use Disorder
Treatment Participation Requirements

_____ DOC 14-066 Substance Use Disorder
Program Disclosure and Signature
Authentication

_____ DOC 14-304 Substance Use Disorder HIV/
AIDS Brief Risk Intervention Documentation
and Health Regulations

_____ DOC 14-167 Substance Use Disorder
Tuberculosis Risk Screen Questionnaire

SECTION 3	SECTION 4
Left side (file order)	Right side (file chronological - oldest on bottom)

_____ DOC 14-173 Substance Use Disorder
Individual Service Plan

_____ DOC 14-142 Substance Use Disorder
Contract for Change

_____ DOC 14-058 Substance Use Disorder
Immediate Need Profile

_____ DOC 14-070 Substance Use Disorder
Self Harm Prevention and Contract

_____ DOC 14-069 Certificate of Completion

_____ DOC 14-042 Prison Drug Offender
Sentencing Alternative Agreement

_____ DOC 14-203 Support Group Attendance
Roster

_____ DOC 14-044 Substance Use Disorder
Discharge Summary and Continued Care
Plan

_____ Applicable Treatment Group Activities form(s)

_____ DOC 14-065 Substance Use Disorder
Progress Note

_____ DOC 14-081 ASAM Risk Rating and
Individual Service Plan Review

_____ DOC 14-310 Substance Use Disorder
Monthly Status Report

_____ DOC 14-032 Substance Use Disorder Weekly
Treatment Progress

_____ DOC 14-191 Substance Use Disorder Group
Progress Note

Primary SUDP responsible for record

Signature

Date file closed

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Distribution: **ORIGINAL** - Clinical File