

Practice Guideline: Daily Progress Notes for ASAM 3.1, 3.3, and 3.5 Residential Services

Issued By: Substance Use Services System of Care (SUS SOC)

Effective Date: July 3, 2025

Policy Reference: BHIN 23-068 and BHIN 24-001

Applies To: This guideline applies to all licensed and non-licensed staff who deliver and document Medi-Cal SUD residential services funded through DMC-ODS contracts at ASAM Levels 3.1, 3.3, or 3.5.

Purpose: To establish standardized documentation requirements for daily progress notes in ASAM Level 3.1, 3.3, and 3.5 residential treatment settings in compliance with California Department of Health Care Services (DHCS) and the Drug Medi-Cal Organized Delivery System (DMC-ODS).

Scope: This guideline applies to all clinical and counseling staff providing covered DMC-ODS services in licensed and/or certified residential treatment programs under BHS.

Definition: A Daily Progress Note is a clinical record documenting a covered treatment service provided on a specific calendar day, describing the client's participation, response, and continued medical necessity for care.

Providers must complete at least one daily progress note for each calendar day that a bundled service is delivered under DMC-ODS residential treatment. The note must be timely, individualized, and clearly support the services included in the bundled rate.

If a bundled service is provided on the same day as an unbundled service (i.e., a service not included in the daily bundled rate), a separate progress note is required to document and justify the unbundled service.

Daily Bundled Services in DMC-ODS Residential Treatment Include ([BHIN 24-001](#)):

- Assessment
- Care coordination
- Counseling (individual and group)
- Family therapy
- Medication services
- Medication-Assisted Treatment (MAT) for Opioid Use Disorder (OUD)
- MAT for Alcohol Use Disorder (AUD) and other non-opioid substance use disorders
- Patient education
- Recovery services
- Substance Use Disorder (SUD) crisis intervention services
- Note: Refer to the [DMC-ODS Billing Manual](#) for the full definitions and billing requirements for each bundled service.
- No note is required on days where the only service provided is room and board (non-billable under DMC-ODS).

Who Can Document

- Must be written and signed by a staff member who is:
 - **Licensed** (e.g., LCSW, LMFT, LPCC, Psychologist, MD)
 - **Registered or Certified** with a DHCS-recognized SUD counselor certifying body

- **Clinical trainees** may document if appropriately supervised and co-signed as required.

Residential Daily Progress Note Requirements

Each residential daily progress note must include the following elements ([BHIN 23-068](#)):

Required Element	Details
Client Name	Full legal name of the client
Date of Service	Calendar date the service was provided
Level of Care Rendered	Indicate ASAM 3.1, 3.3, or 3.5
Service Provided (CPT Code)	Use H0019 for residential treatment
Treatment Date Billed	Match the Date of Service
Residential Service Provided	Document at least one of the following, required to bill daily bundled rate: <ul style="list-style-type: none"> • Assessment • Care Coordination • Individual Counseling • Group Counseling • Family Therapy • Patient Education • Medication Services • Medication-Assisted Treatment (MAT) • Recovery Services • SUD Crisis Intervention
Clinical Content	<ul style="list-style-type: none"> - Briefly describe the service(s) provided - Explain how the service addressed the client's SUD treatment and recovery needs
Next Steps / Plan	<ul style="list-style-type: none"> - Summary of planned interventions, follow-up actions, or ongoing treatment focus
Provider Information	Typed or legibly printed name, credential, signature, and date of signature

Timeliness and Compliance

- Providers shall complete daily progress notes within three (3) business days of the date the service was provided.
 - Exception: Progress notes for crisis services must be completed within one (1) calendar day of the service.
 - Note: The day the service was delivered is considered Day 0 for the purpose of calculating timeliness.
 - Here is an example to illustrate the timeliness requirement:
 - **Service Date (Day 0):** Monday, July 28, 2025
 - **Deadline for Daily Progress Note:**
 - **Standard Service:** Must be completed by **Thursday, July 31, 2025** (within 3 business days, excluding weekends/holidays).
 - **Crisis Service:** Must be completed by **Tuesday, July 29, 2025** (within 1 calendar day).

- Late entries must be clearly marked as “late entry” and include the actual date and time the note was written. Justification for the delay may be required per provider policy.
- Providers must ensure:
 - Notes are individualized and not copied/pasted.
 - Documentation is legible, complete, and clinically relevant.
 - Each note is consistent with the treatment plan and other clinical records.

Resources

- **BHIN 23-068:** Documentation Requirements for DMC-ODS Services
- **BHIN 24-001:** DMC-ODS Standard Terms and Conditions
- **ASAM Criteria** (Third Edition) for level-specific criteria

DMC-ODS Residential Treatment – Daily Progress Note Template

Client Name: _____

Date of Service: _____

Level of Care Rendered: ☐ 3.1 ☐ 3.3 ☐ 3.5

Service Provided (CPT Code): ☐ H0019 (Residential Services)

Treatment Date Billed: _____

Residential Treatment Service(s) Provided

(At minimum, one of the following must be provided to support billing for the DMC-ODS daily bundled rate. Check all that apply and describe in the narrative below.)

- ☐ Assessment
- ☐ Care Coordination
- ☐ Individual Counseling
- ☐ Group Counseling
- ☐ Family Therapy
- ☐ Medication Services
- ☐ Medication-Assisted Treatment (MAT) for OUD
- ☐ MAT for AUD or other non-opioid SUDs
- ☐ Patient Education
- ☐ Recovery Services
- ☐ SUD Crisis Intervention Services

Narrative Clinical Note

Description of service(s) provided and how they addressed the client's substance use treatment and recovery needs:

Next steps / plan for continued care:

Provider Name & Credentials (Printed): _____

Signature: _____

Date of Signature: _____

Example of DMC-ODS Residential Treatment- Daily Progress Note

Client Name: Mario Lopez

Date of Service: 05/22/2025

Level of Care Rendered: ☒ 3.5 ☐ 3.3 ☐ 3.1

Service Provided (CPT Code): ☒ H0019 (Residential Services)

Treatment Date Billed: 05/22/2025

Residential Treatment Service(s) Provided

☒ Group Counseling

☒ Patient Education

☒ Care Coordination

Narrative Clinical Note

Description of service(s) provided and how they addressed the client's substance use treatment and recovery needs:

Mario participated in a structured group counseling session focused on understanding the physiological and psychological impact of chronic alcohol use. He was attentive and contributed by identifying three personal triggers for drinking: loneliness, stress, and lack of housing stability. He also attended a patient education group covering the early signs of alcohol withdrawal and the importance of consistent engagement in treatment. In the afternoon, he met with the case manager to begin a housing assessment and discussed options for transitional recovery housing.

Next steps / plan for continued care:

- Continue group counseling with a focus on relapse prevention.
- Schedule individual counseling session to further explore emotional triggers.
- Complete housing application with case manager by end of the week.
- Encourage participation in peer-led recovery group scheduled for tomorrow.

Provider Name & Credentials (Printed): Jane Doe, CADC-II

Signature: Jane Doe

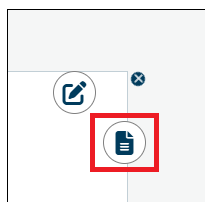
Date of Signature: 05/22/2025

How to Load the Daily Note for 3.1, 3.3, and 3.5 Template into Your Progress Note in Avatar

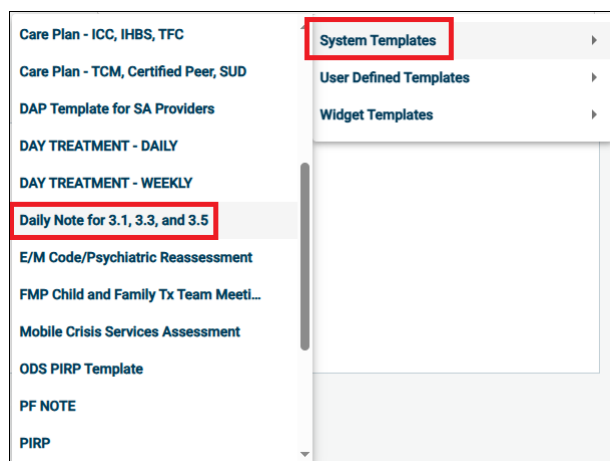
1. Open the *Progress Notes (Group and Individual)* form for your client.

The screenshot shows the 'PROGRESS NOTES (GROUP AND INDIVIDUAL)' form. On the left is a sidebar with 'Individual Progress Notes', 'Group Default Notes', and 'Online Documentation'. The main form area has a top bar with 'Draft', 'Submit', 'Discard', and 'Add to Favorites' buttons. Below this are several input fields: 'Select Client *' with a search icon, 'Group Name or Number' with a search icon, 'Select Episode *' with a dropdown arrow, 'Note Date' with a calendar icon and 'T'/'Y' buttons, 'Progress Note Entry' with radio buttons for 'Existing Service', 'Independent Note', 'Existing Appointment', and 'New Service', 'Select Note To Edit' with a dropdown arrow, 'Note Addresses Which Existing Service/Appointment' with a dropdown arrow, and 'Note Type' with a dropdown arrow. At the bottom is a large 'Notes Field' with a red box highlighting a plus icon in its upper right corner.

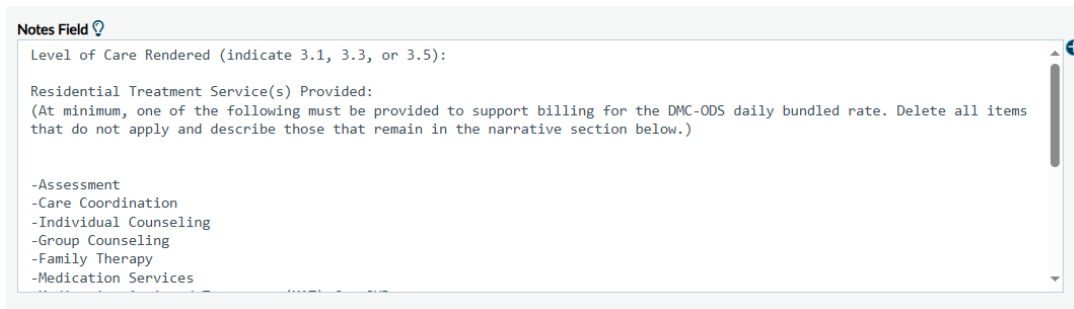
2. Right-click on the plus icon in the upper right corner of the *Notes Field* and then left-click on the *Templates* icon that appears.



3. Move your mouse over the *System Templates* option to have the list of available templates appear.



4. Scroll down the list of templates and click on the *Daily Note for 3.1, 3.3, and 3.5* template to have the template appear in the Notes Field.
5. Review the template in its entirety, making sure to complete each section as directed.



Notes Field ⓘ

Level of Care Rendered (indicate 3.1, 3.3, or 3.5):

Residential Treatment Service(s) Provided:
(At minimum, one of the following must be provided to support billing for the DMC-ODS daily bundled rate. Delete all items that do not apply and describe those that remain in the narrative section below.)

- Assessment
- Care Coordination
- Individual Counseling
- Group Counseling
- Family Therapy
- Medication Services

6. If you have questions about navigating templates in Avatar, please contact the Avatar Help Desk, Monday-Friday, 8:00 AM to 5:00 PM, at 628-217-5196 or avatarhelp@sfdph.org.