

**PARIS DOWNTIME MANUAL CASE NOTE FORM – MENTAL HEALTH**

For Manual Procedures in the Event of a PARIS System Downtime

**Client Name:** \_\_\_\_\_

**PARIS ID Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_

**Case Note Type: (Select One from the List Below)**

Progress Note

Rehabilitation Note

**Case Note Reason: (Select One from the List Below)**

Addendum to Closed Referral

Brokerage / Collateral Contact

Case Conference

Client Contact – Office Visit

Client Contact – Outreach Visit

Client Contact – Phone Call

Committal

ECT

Extended Leave Review

Family/Significant Other Contact

Hospital Note

Medication Administration

Medication Review

Venture Note

Observation Note (Richmond Outpatient, Vista and Venture Only)

Cancellation

No Show

**Case Note Documentation (Write Note Here – Add Page as Required)**

**Case Note Continued:**

Is this the first Face-to-Face contact with the client:       Yes       No

List any Treatment Plan Needs this Case Note relates to:

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**MH Minimum Reporting Requirements (Select All that Apply to this Case Note):**

- |  |   |
|--|---|
| <input type="checkbox"/> Short Term Assessment / Treatment | <input type="checkbox"/> Medication Review                    |
| <input type="checkbox"/> Individual Session                | <input type="checkbox"/> Medication Administration            |
| <input type="checkbox"/> Group Session                     | <input type="checkbox"/> Case Work Management                 |
| <input type="checkbox"/> Family Session                    | <input type="checkbox"/> Supported Independent Living Program |
| <input type="checkbox"/> Education                         | <input type="checkbox"/> Community Living Outreach Services   |
| <input type="checkbox"/> Crisis Intervention               | <input type="checkbox"/> Home Support                         |

**Please indicate when the information from this Form has been entered into PARIS:**  
**Note: Once downtime information has been entered in PARIS, discard this working sheet.**