

2955.0120 STANDARDS FOR REVIEWING CLIENT PROGRESS IN TREATMENT.

Subpart 1. **Weekly progress notes.** At least weekly, a counselor must write and document progress notes that reflect treatment staff observations of client behavior related to the client's treatment goals and progress toward the goals.

Subp. 1a. **Quarterly review.**

A. At least once quarterly, treatment staff must:

(1) review and document each client's progress toward achieving individual treatment plan objectives;

(2) if applicable to the client or treatment program, approve the client's movement within the program's structure; and

(3) review and modify treatment plans.

B. Documentation of the review and any review session under subpart 2 must be placed in each client's file within 20 business days after the review period ends.

Subp. 2. **Review session.** In addition to quarterly reviews under subpart 1a, a client and at least one treatment staff member may meet at any time to review the client's progress toward treatment goals.

Subp. 3. **Involving family or legal guardian; juvenile treatment programs.**

A. This subpart applies to a treatment program treating only juveniles.

B. For a quarterly review or review session under this part, a treatment staff member must, except as provided under item C:

(1) inform the client's supervising agent and family or legal guardian of the quarterly review or review session;

(2) invite the agent and family or legal guardian to attend; and

(3) provide the agent and family or legal guardian with a written summary after the quarterly review or review session.

C. A treatment staff member must not invite a client's supervising agent and family or legal guardian if the treatment staff member determines that inviting the agent and family or legal guardian to the quarterly review or review session would not help the client meet the client's treatment goals or would pose a risk to the client's health, safety, or welfare.

Subp. 4. **Required documentation; juvenile treatment programs.** The following information must be documented in the client's file:

A. the names of the nonclients attending a quarterly review or review session under subpart 3; and

B. any determination under subpart 3, item C.

Statutory Authority: *MS s 241.67*

History: *23 SR 2001; 50 SR 387*

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