

# POLICY AND PROCEDURE

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## REACH for Tomorrow

**RC-208**

**TITLE: Client Information System**

**EFFECTIVE DATE: 2/16/21**

**AUTHORIZED BY: Board of Trustees**

**Policy:** It is the policy of REACH for Tomorrow to utilize the practice management system for Mental Health and SUD Services.

**Procedure:**

1. Client demographic information and other pertinent data will be maintained on all clients for planning purposes.
2. REACH for Tomorrow utilizes the practice management system for Mental Health and SUD services.
3. The client information system provides the following data to REACH for Tomorrow can include but not limited to:
  - a. Resource family demographics
  - b. Resource family licensure data
  - c. Client demographics
  - d. Collateral contact information
  - e. Licensure history
  - f. Placement history
  - g. Notice of changes
  - h. Diagnostic information
  - i. Billing information