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**MONTHLY CLINICAL SUMMARIES**

All Approved Sex Offender Providers shall submit a full clinical summary of treatment monthly to the offender's supervising officer.

**Purpose:**

To improve the overall quality and communication between sex offender treatment providers and supervising officers.

The monthly summary shall be submitted no later than the 15<sup>th</sup> of the following month and shall include the following information:

- Complete attendance record for the month including any excused or unexcused absences
- Level of participation in the group sessions including whether the offender has been compliant with group rules
- A clinical statement on the offender's progress toward treatment goals and objectives
- A clinical statement of observations and/or concerns during the month

Approved Providers shall use the TSOTB Monthly Progress Note provided as a guide to submit this information to the supervising officer. Monthly summaries shall be submitted to the supervising officer for the provider to submit invoices for reimbursement to the TSOTB indigent fund.

***\*\*\*Approved August 31, 2023\*\*\****