

# Mental Health Program - Counsellor Activity Sheet

Instructions: 1. Please print clearly 2. See reverse for codes & explanations 3. Complete time spent in MINUTES.  
4. To be completed and MAILED to the program on a Weekly basis.

Practice

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Counsellor  
(Use surname only)

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Time Period

\_\_\_\_\_

Counsellor's  
Signature:

\_\_\_\_\_

Date(s) Away

\_\_\_\_\_

Physician/  
Manager :

\_\_\_\_\_

	DD	MM	YYYY	MHR#	Code	Minutes spent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						

# Activity Codes

## Activity Sheet Guidelines

**The following codes require an MHR #, date and number of minutes spent in that activity.**

- 01 Crisis Intervention
- 02 Assessment: Individual
- 02d Assessment: Couple
- 02e Assessment: Family
- 02A Co-Assessment / Therapy: with Family Physician
- 02B Co-Assessment / Therapy: with FP & Psychiatrist
- 02C Co-Assessment / Therapy: with Psychiatrist
- 02G Co-Assessment / Therapy: with Other (formerly code 2D)
- 03A Therapy: Individual
- 03B Therapy: Couple
- 03C Therapy: Family
- 04 Patient / Family Education
- 13 Referral to / Clinical Discussion with another service / agency
- 22 Discharge Planning Meetings with in/out patient facilities (includes travel)
- 23 Home visit (includes travel)
- NS1 No Show One - Code all patients who have not arrived for the first scheduled appointment. If the first appointment is rescheduled and the patient continues to not arrive, proceed to code as NS1 (as long as there is no face to face contact).
- NSO No Show Other - Code all patients who fail to arrive for scheduled appointments without notification, after they have been seen at least once.
- C1 Cancellation One - Code all patients who have called to cancel the first scheduled appointment. If the first appointment is rescheduled and the patient calls to cancel, proceed to code as C1 (as long as there is no face to face contact).
- CO Cancellation Other - Code all patients who have called to cancel scheduled appointments, after they have been seen at least once.

**The following codes do NOT require an MHR #. Report weekly the number of minutes spent in that activity.**

- 05A Group Facilitation
- 05B All other group activity (preparation, screening, evaluation)
- 06 Phone contact with patient or family: Therapeutic
- 08 Other Clinical Service
- 09A Chart Review / clinical charting / progress notes
- 09B HSO Evaluation Forms (clinical forms, activity sheets, scoring outcome measures)
- 09C Administrative phone contact and patient appointments
- 10A Case Discussion / verbal update
- 10E Advice to family physician re: non-referred patient
- 14A Central Program Educational Event (only time billed to HSO)
- 14B Office Administration (including practice staff meetings, filing, photocopying, correspondence and requests)
- 15 Personal Education (only time billed to HSO)
- 17 Central Program Administrative Meetings (includes Counsellors' Meetings)
- 24 Peer Supervision / case discussion with peers (this is part of allotted personal education time.)