

# TEXAS CIVIL COMMITMENT OFFICE



## POLICY AND PROCEDURE

**NUMBER:** 3.8  
**EFFECTIVE DATE:** 09/10/2021  
**SUPERCEDES:** 07/01/2020

### **SUBJECT: PROGRESS REPORTS**

**PURPOSE:** To establish procedures for the completion of progress reports for Texas Civil Commitment clients.

### **PROCEDURE:**

#### **I. Case Manager Progress Reports**

- A.** The Case Manager shall complete a Supervision Progress Report (TCCO-24-16) for each client by the twenty-fifth (25<sup>th</sup>) calendar day of the month following the month of the Treatment Team Meeting in accordance with TCCO Policy 3.25 *Treatment Team Meetings*.
- B.** Supervision Progress Reports shall be completed:
  1. Monthly for community-based clients; and
  2. At least one (1) time per quarter for clients in Tiers 1-3 and at least one (1) time per month for clients in Tier 4 for clients residing at the Texas Civil Commitment Center (TCCC). A progress report shall be completed after each Treatment Team Meeting.
- C.** The report is located in the case management automated system under the client's profile and shall contain the following information:
  1. Contact with Treatment Provider: This section shall include, but is not limited to, the information obtained during the Treatment Team Meeting. This section shall explain the client's progress in treatment for the previous month(s).
  2. Client Comments: This section is available for the client to add comments.
  3. Case Manager Summary: This section shall contain a summary of the office, home, and field visits conducted during the previous month(s). Each Supervision Progress Report should be individualized and reflect the client's current progress. This section should be detailed and vary from report to report. This section allows the Case Manager to suggest ways the clients can improve in order to progress to the next tier. It shall include, but is not limited to:

- a. Status of sex offender registration;
  - b. Texas identification card/driver's license status, if applicable;
  - c. Client's tier level;
  - d. Any incident reports received during the previous month(s);
  - e. Drug screen results, if applicable;
  - f. Polygraph results and admissions, if applicable;
  - g. Penile plethysmograph (PPG) results, if applicable;
  - h. Medical and mental health information;
  - i. Cost Recovery compliance;
  - j. Parole/Probation/Community Supervision compliance, if applicable;
  - k. Employment information, if applicable; and
  - l. Notes regarding contacts with collaterals, if applicable.
- D. The Case Manager shall review the progress report with the client and obtain the client comments and signature on the Supervision Progress Report (TCCO-24-16) by the twenty-fifth (25<sup>th</sup>) calendar day of the month the report is due.
  - E. The Case Manager shall scan all progress reports into the case management automated system within two (2) working days from the date the report is signed.
  - F. The Case Manager shall retain the original signed progress report in the client's file.
  - G. The Case Manager shall provide the client with a copy of the signed progress report within two (2) working days from the date the report is signed.
  - H. The Case Manager shall review and verify monthly that the Treatment Provider has completed and scanned into the case management automated system a monthly progress report for each client on their caseload.
  - I. The Case Manager shall email a signed copy of the client's supervision and treatment progress reports to the Parole/Probation/Community Supervision Officer, if applicable, within two (2) working days from the date the report is signed.

## **II. Treatment Provider Monthly Progress Reports**

- A. The Treatment Provider shall complete a monthly treatment progress report on each client.
- B. The report format must be approved in advance by the Texas Civil Commitment Office (TCCO) and shall contain the following information:
  - 1. Current Tier Level;
  - 2. Dynamic Risk Factors;
  - 3. Lifestyle Factors;
  - 4. Treatment Participation;

5. Disciplinary Issues; and
  6. Overall client progress with treatment, to include completion of treatment assignments, internalization of treatment concepts and attainment of behavioral goals to move forward through treatment.
- C. The Treatment Provider shall complete and review the monthly treatment progress report with the client and obtain the client's comments and signature on the progress report:
1. By the fifth (5<sup>th</sup>) working day following the month of the services for clients residing at the TCCC; or
  2. In accordance with the contract for clients residing in the community.
- D. The Treatment Provider shall provide the client with a copy and scan all signed progress reports into the case management automated system within five (5) working days of obtaining the client's signature.

**SIGNATURE ON FILE**

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Marsha McLane  
Executive Director

Associated Forms

- Supervision Progress Report Form TCCO-24-16