

## Grading Rubric: Final Case Review

\*\*\*\*\*Need the Mid case File Review form as the file manager will review changes and if corrections were not made this will impact the closing case file grade.\*\*\*\*\*

Name of Therapist: \_\_\_\_\_

Client Initials: \_\_\_\_\_ Date of Review: \_\_\_\_\_ By: \_\_\_\_\_

### Intake

+ Client Info + Therapist Names + FW # + APEX # (Not applicable) + Fee

### Background Information Sheet

+ APEX # at top (Not applicable) + Client Info + Signature

### Therapy Agreement and Informed Consent

+ Initials + Fee + Printed name + Signature

### Release of Information

+ Address + Check boxes + Expiration/Event + Signatures + Dates

### Fee and Contact Record

+ Session # + Balances + "Closing Note" in last entry description  
+ Missing entry (date in Case Notes but not Contact Rec.): \_\_\_\_\_

### Case Notes

+ Wrong Order (Re-arrange: first session at front, last at back)  
+ Signatures + Page Numbers + Missing entry for: \_\_\_\_\_

### Corrections

+ Corrections completed from the Mid Case File Review

### Closed File Checklist

+ Client/Ther info + Check boxes + Total clients + Page 2 (on back)  
+ Left/Right side correct order + Hole punch and file right side, top

**Grade (15 possible points) \_\_\_\_\_**