**MINIMUM OF CLIENT RECORD**

8.03: Standards of Conduct Applicable to Licensed Mental Health Counselors

(1) Licensed Mental Health Counselor treatment records shall include, but not be limited to, at a minimum:

(a) a signed informed consent document;

(b) an intake summary;

(c) an assessment or diagnosis;

(d) a treatment plan;

(e) dates and progress notes for each treatment session;

(f) communications with collateral entities;

(g) **communications with clients relating to treatment, including electronic communications; and- should I copy and paste all emails and then put in a word doc and upload to charts?**

(h) a termination summary.