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Owner:	<i>Monica Johnson, MA, LPC: Director, Division of Behavioral Health</i>
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Sections:	

Assertive Community Treatment (ACT) Program Tool Kit, 01-114

APPLICABILITY

All Assertive Community Treatment Teams

POLICY

The Tool Kit for ACT Teams serves to guide Assertive Community Treatment (ACT) Team program start-up and implementation by clearly defining the expected minimum program requirements for each state-funded ACT agency. A successful ACT program model implementation is demonstrated by improvements in outcomes for individuals served by ACT; this is accomplished by close adherence to the evidence based practice of ACT operations.

PROCEDURES

The ACT Program Tool Kit (**Version date October 10, 2013**) is linked below as Attachment A. There are 13 sections of the ACT Program Tool Kit, addressing the ACT program components.

I. Introduction

Essential Characteristics of ACT

II. Intake, Admission and Discharge Criteria

Intake

Admission Criteria

Discharge Criteria

Document of Discharge

III. Service Intensity and Capacity

Frequency of Client Contact

Frequency of Collateral Contact

Staff Coverage

Continuity of Care

IV. Staff Requirements

Qualifications

Required Staff

Staff Supervision
Staff Training

V. Staff Meetings

Staff Meeting Grid
Documentation of Meetings

VI. Client-Centered Assessment and Individualized Treatment/Service Planning

Initial Assessment
Comprehensive Assessment
Individualized Treatment/Service Planning

VII. Required Services

Crisis Assessment and Intervention
Co-Occurring Disorder Services
Work-Related Services
Activities of Daily Living
Social/Interpersonal Relationship and Leisure-Time Skill Training
Peer Support Services
Support Services

Family-Centered Services
Groups

VIII. Client Record

IX. Client Rights and Complaint Resolution Procedures

X. ACT Fidelity: Program Evaluation

XI. Community Advisory Bodies and ACT Coalition

XII. Outcomes

XIII. Recovery

Appendix A: Evidence Based Practices in ACT
Appendix B: ACT Monthly Programmatic Report

References

RELATED POLICIES

[Discharge Planning for Assertive Community Treatment \(ACT\), 01-115](#)

[Provider Manual for Community Behavioral Health Providers, 01-112](#)

[Supported Housing Needs and Choice Survey, 01-120](#)

Attachments

A: Georgia Tool Kit for ACT Teams (10-10-2013)
B: ACT Monthly Programmatic Report (10-10-2013)

Approval Signatures

Approver	Date
Joetta Prost, Ph.D.: DBHDD Policy Director	10/17/2013

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