



Georgia Department of Behavioral Health & Developmental Disabilities

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# PROVIDER MANUAL

FOR

## COMMUNITY BEHAVIORAL HEALTH PROVIDERS

FOR

## THE DEPARTMENT OF BEHAVIORAL HEALTH & DEVELOPMENTAL DISABILITIES

FISCAL YEAR 2013

*Effective Date: July 1, 2012*

### INTRODUCTION

This FY 2013 Provider Manual is designed as an addendum to your contract/agreement with DBHDD to provide you structure for supporting and serving consumers residing in the state of Georgia.

**Please Note:** The Department of Behavioral Health and Developmental Disabilities continues the work of updating documents that were previously created when the Division of MHDDAD was part of the Department of Human Resources. Therefore, some forms and processes contained herein may still include references to the Department of Human Resources, yet they remain applicable for the Department of Behavioral Health and Developmental Disabilities.

# DEPARTMENT OF BEHAVIORAL HEALTH & DEVELOPMENTAL DISABILITIES

## FY 2013 COMMUNITY BEHAVIORAL HEALTH PROVIDER MANUAL

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## SUMMARY OF CHANGES TABLE

UPDATED FOR JULY 1, 2013

As a courtesy for Providers, this Summary of Changes is designed to guide the review of new and revised content contained in this updated version of the Provider Manual. The responsibility for thorough review of the Provider Manual content remains with the Provider.

Item#	Topic	Location	Summary of Changes

# PART I

## *Eligibility, Service Definitions and Service Requirements*

Provider Manual for  
Community Behavioral Health Providers

Fiscal Year 2013



**Georgia Department of Behavioral Health &  
Developmental Disabilities**

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**July 2012**

## C&A Core Services

Behavioral Health Assessment															
Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	
MH Assessment by a non-Physician	Practitioner Level 2, In-Clinic	H0031	U2	U6				\$38.97	Practitioner Level 2, Out-of-Clinic	H0031	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	H0031	U3	U6				\$30.01	Practitioner Level 3, Out-of-Clinic	H0031	U3	U7			\$36.68
	Practitioner Level 4, In-Clinic	H0031	U4	U6				\$20.30	Practitioner Level 4, Out-of-Clinic	H0031	U4	U7			\$24.36
	Practitioner Level 5, In-Clinic	H0031	U5	U6				\$15.13	Practitioner Level 5, Out-of-Clinic	H0031	U5	U7			\$18.15
Unit Value	15 minutes							Maximum Daily Units	24 units (Combined with H0032 )						
Initial Authorization	32 units (Combined with H0032 )							Re-Authorization	32 units (Combined with H0032)						
Authorization Period	180 days							Utilization Criteria	CAFAS scores: 10-240						
Service Definition	<p>The Behavioral Health Assessment process consists of a face-to-face comprehensive clinical assessment with the individual, which must include the youth's perspective as a full partner and should include family/responsible caregiver(s) and others significant in the youth's life as well as collateral agencies/treatment providers.</p> <p>The purpose of the Behavioral Health Assessment process is to gather all information needed in to determine the youth's problems, symptoms, strengths, needs, abilities, resources and preferences, to develop a social (extent of natural supports and community integration) and medical history, to determine functional level and degree of ability versus disability, and to engage with collateral contacts for other assessment information. An age-sensitive suicide risk assessment shall also be completed. The information gathered should support the determination of a differential diagnosis and assist in screening for/ruling-out potential co-occurring disorders.</p> <p>As indicated, information from medical, nursing, school, nutritional, etc. staff should serve as the basis for the comprehensive assessment and the resulting IRP.</p>														
Admission Criteria	1. A known or suspected mental illness or substance-related disorder; <b>and</b> 2. Initial screening/intake information indicates a need for further assessment.														
Continuing Stay Criteria	The youth's situation/functioning has changed in such a way that previous assessments are outdated.														
Discharge Criteria	1. An adequate continuing care plan has been established; <b>and one or more of the following:</b> 2. Individual has withdrawn or been discharged from service; <b>or</b> 3. Individual no longer demonstrates need for additional assessment.														
Required Components	1. Any diagnosis given to an individual must come from persons identified in O.C.G.A Practice Acts as qualified to provide a diagnosis. These practitioners include a licensed psychologist, a physician or a PA or APRN (NP and CNS-PMH) working in conjunction with a physician with an approved job description or protocol. 2. As indicated, medical, nursing, peer, school, nutritional, etc. staff can provide information from records, and various multi-disciplinary resources to complete the comprehensive nature of the assessment and time spent gathering this information may be billed as long as the detailed documentation justifies the time and need for capturing said information. 3. An initial Behavioral Health Assessment is required within the first 30 days of service with ongoing assessments completed as demanded by changes with an individual.														

## Community Support

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod4	Rate
Community Support	Practitioner Level 4, In-Clinic	H2015	U4	U6			\$20.30	Practitioner Level 4, In-Clinic, Collateral Contact	H2015	UK	U4	U6		\$20.30
	Practitioner Level 5, In-Clinic	H2015	U5	U6			\$15.13	Practitioner Level 5, In-Clinic, Collateral Contact	H2015	UK	U5	U6		\$15.13
	Practitioner Level 4, Out-of-Clinic	H2015	U4	U7			\$24.36	Practitioner Level 4, Out-of-Clinic, Collateral Contact	H2015	UK	U4	U7		\$24.36
	Practitioner Level 5, Out-of-Clinic	H2015	U5	U7			\$18.15	Practitioner Level 5, Out-of-Clinic, Collateral Contact	H2015	UK	U5	U7		\$18.15
Unit Value	15 minutes							Maximum Daily Units	48 units					
Initial Authorization	600 units							Re-Authorization	600 units					
Authorization Period	180 days								Utilization Criteria	CAFAS scores: 10-240				
Service Definition	Community Support services consist of rehabilitative, environmental support and resources coordination considered essential to assist a youth/family in gaining access to necessary services and in creating environments that promote resiliency and support the emotional and functional growth and development of the youth. The service activities of Community Support include: <ul style="list-style-type: none"><li>Assistance to the youth and family/responsible caregivers in the facilitation and coordination of the Individual Resiliency Plan (IRP) including providing skills support in the youth/family's self-articulation of personal goals and objectives;</li><li>Planning in a proactive manner to assist the youth/family in managing or preventing crisis situations;</li><li>Individualized interventions, which shall have as objectives:<ol style="list-style-type: none"><li>Identification, with the youth, of strengths which may aid him/her in achieving resilience, as well as barriers that impede the development of skills necessary for age-appropriate functioning in school, with peers, and with family;</li><li>Support to facilitate enhanced natural and age-appropriate supports (including support/assistance with defining what wellness means to the youth in order to assist them with resiliency-based goal setting and attainment);</li><li>Assistance in the development of interpersonal, community coping and functional skills (including adaptation to home, school and healthy social environments);</li><li>Encouraging the development and eventual succession of natural supports in living, learning, working, other social environments;</li><li>Assistance in the acquisition of skills for the youth to self-recognize emotional triggers and to self-manage behaviors related to the youth's identified emotional disturbance;</li><li>Assistance with personal development, school performance, work performance, and functioning in social and family environment through teaching skills/strategies to ameliorate the effect of behavioral health symptoms;</li><li>Assistance in enhancing social and coping skills that ameliorate life stresses resulting from the youth's emotional disturbance;</li><li>Service and resource coordination to assist the youth and family in gaining access to necessary rehabilitative, medical, social and other services and</li></ol></li></ul>													



## Community Support

	<p>supports;</p> <ol style="list-style-type: none"> <li>9) Assistance to youth and other supporting natural resources with illness understanding and self-management;</li> <li>10) Any necessary monitoring and follow-up to determine if the services accessed have adequately met the youth's needs;</li> <li>11) Identification, with the youth/family, of risk indicators related to substance related disorder relapse, and strategies to prevent relapse.</li> </ol> <p>This service is provided to youth in order to promote stability and build towards age-appropriate functioning in their daily environment. Stability is measured by a decreased number of hospitalizations, by decreased frequency and duration of crisis episodes and by increased and/or stable participation in school and community activities. Supports based on the youth's needs are used to promote resiliency while understanding the effects of the emotional disturbance and/or substance use/abuse and to promote functioning at an age-appropriate level. The Community Support staff will serve as the primary coordinator of behavioral health services and will provide linkage to community; general entitlements; and psychiatric, substance use/abuse, medical services, crisis prevention and intervention services.</p>
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual must meet target population criteria as indicated above; <b>and one or more of the following:</b></li> <li>2. Individual may need assistance with developing, maintaining, or enhancing social supports or other community coping skills; <b>or</b></li> <li>3. Individual may need assistance with daily living skills including coordination to gain access to necessary rehabilitative and medical services</li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet admission criteria; <b>and</b></li> <li>2. Individual demonstrates documented progress or maintenance of community skills relative to goals identified in the Individualized Resiliency Plan.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Goals of Individualized Resiliency Plan have been substantially met; <b>or</b></li> <li>3. Individual/family requests discharge and the individual is not imminently in danger of harm to self or others; <b>or</b></li> <li>4. Transfer to another service is warranted by change in the individual's condition.</li> </ol>
Service Exclusions	<ol style="list-style-type: none"> <li>1. Intensive Family Intervention and CSI may be provided concurrently during transition between these services for support and continuity of care for a maximum of four units of CSI per month. If services are provided concurrently, CSI should not be duplication of IFI services. This service must be adequately justified in the Individualized Resiliency Plan.</li> <li>2. Assistance to the youth and family/responsible caregivers in the facilitation and coordination of the Individual Resiliency Plan (IRP) including providing skills support in the youth/family's self-articulation of personal goals and objectives can be billed as CSI; however, the actual plan development must be billed and provided in accordance with the service guideline for Service Plan Development.</li> <li>3. The billable activities of Community Support do not include: <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Observation/Monitoring</li> <li>• Tutoring/Homework Completion</li> <li>• Diversionary Activities (i.e. activities/time for which a therapeutic intervention tied to a goal on the individual's treatment plan is not occurring)</li> </ul> </li> </ol>
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. There is a significant lack of community coping skills such that a more intensive service is needed.</li> <li>2. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a co-occurring Behavioral Health condition: Developmental Disability, Autism, Organic Mental Disorder, Traumatic Brain Injury</li> </ol>

## Community Support

Required Components	<ol style="list-style-type: none"> <li>Community Support services must include a variety of interventions in order to assist the consumer in developing: <ul style="list-style-type: none"> <li>Symptom self-monitoring and self-management of symptoms</li> <li>Strategies and supportive interventions for avoiding out-of-home placement for youth and building stronger family support skills and knowledge of the youth or youth's strengths and limitations</li> <li>Relapse prevention strategies and plans</li> </ul> </li> <li>Community Support services focus on building and maintaining a therapeutic relationship with the youth and facilitating treatment and resiliency goals.</li> <li>Contact must be made with youth receiving Community Support services a minimum of twice each month. At least one of these contacts must be face-to-face and the second may be either face-to-face or telephone contact (denoted by the UK modifier) depending on the youth's support needs and documented preferences of the family.</li> <li>At least 50% of CSI service units must be delivered face-to-face with the identified youth receiving the service and at least 80% of all face-to-face service units must be delivered in non-clinic settings over the authorization period (these units are specific to single individual consumer records and are not aggregate across an agency/program or multiple payors).</li> <li>In the absence of the required monthly face-to-face contact <b>and</b> if at least two unsuccessful attempts to make face-to-face contact have been tried and documented, the provider may bill for a maximum of two telephone contacts in that specified month (denoted by the UK modifier).</li> <li>Unsuccessful attempts to make contact with the consumer are not billable.</li> <li>When the primary focus of Community Support services for youth is medication maintenance, the following allowances apply: <ol style="list-style-type: none"> <li>These youth are not counted in the offsite service requirement or the consumer-to-staff ratio; and</li> <li>These youth are not counted in the monthly face-to-face contact requirement; however, face-to-face contact is required every 3 months and monthly calls are an allowed billable service.</li> </ol> </li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>Community Support practitioners may have the recommended consumer-to-staff ratio of 30 consumers per staff member and must maintain a maximum ratio of 50 consumers per staff member. Youth who receive only medication maintenance are not counted in the staff ratio calculation.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>Community Support services provided to youth must include coordination with family and significant others and with other systems of care such as the school system, juvenile justice system, and child welfare and child protective services when appropriate to treatment and educational needs. This coordination with other child-serving entities is an essential component of Community Support and can be billed for up to 70 percent of the contacts when directly related to the support and enhancement of the youth's resilience. When this type of intervention is delivered, it shall be designated with a UK modifier.</li> <li>The organization must have a Community Support Organizational Plan that addresses the following: <ol style="list-style-type: none"> <li>Description of the particular rehabilitation, resiliency and natural support development models utilized, types of intervention practiced, and typical daily schedule for staff</li> <li>Description of the staffing pattern and how staff are deployed to assure that the required staff-to-consumer ratios are maintained, including how unplanned staff absences, illnesses, or emergencies are accommodated, how case mix is managed, access, etc.</li> <li>Description of the hours of operations as related to access and availability to the youth served; and</li> <li>Description of how the plan for services is modified or adjusted to meet the needs specified in every Individualized Resiliency Plan.</li> </ol> </li> <li>Utilization (frequency and intensity) of CSI should be directly related to the CAFAS and to the other functional elements of the youth's assessment. In addition, when clinical/functional needs are great, there should be complementary therapeutic services by licensed/credential professionals paired with the provision of CSI (individual, group, family, etc.).</li> </ol>



## Community Support

Service Accessibility	1. Specific to the "Medication Maintenance Track," consumers who require more than 4 contacts per quarter for two consecutive quarters (as based upon clinical need) are expected to be re-evaluated with the CAFAS for enhanced access to CSI and/or other services. The designation of the CSI "medication maintenance track" should be lifted and exceptions stated above in A.10. are no longer applied.
Reporting and Billing Requirements	1. When a billable collateral contact is provided, the H2015UK reporting mechanism shall be utilized. A collateral contact is classified as any contact that is not face-to-face with the individual.

## Community Transition Planning

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Community Transition Planning	Community Transition Planning (State Hospital)	T2038	ZH				\$20.92	Community Transition Planning (Jail / Youth Detention Center)	T2038	ZJ				\$20.92
	Community Transition Planning (Crisis Stabilization Unit)	T2038	ZC				\$20.92	Community Transition Planning(Other)	T2038	ZO				\$20.92
	Community Transition Planning (PRTF)	T2038	ZP				\$20.92							
Unit Value	15 minutes													
Initial Authorization	10 units							Re-Authorization		10 units				
Authorization Period	90 days (Registration) 180 days (New Episode)							Utilization Criteria		Available to those currently in qualifying facilities who meet Core Customer Eligibility Definition				
Service Definition	<p>Community Transition Planning (CTP) is a service provided by Core and IFI providers to address the care, service, and support needs of youth to ensure a coordinated plan of transition from a qualifying facility to the community. Each episode of CTP must include contact with the consumer, family, or caregiver with a minimum of one (1) face-to-face contact with the consumer prior to release from a facility. Additional Transition Planning activities include: educating the consumer, family, and/or caregiver on service options offered by the chosen primary service agency; participating in facility treatment team meetings to develop a transition plan.</p> <p>In partnership between other community service providers and the hospital/facility staff, the community service agency maintains responsibility for carrying out transitional activities either by the consumer's chosen primary service coordinator or by the service coordinator's designated Community Transition Liaison. CTP may also be used for Community Support staff, ACT team members and Certified Peer Specialists who work with the consumer in the community or will work with the consumer in the future to maintain or establish contact with the consumer.</p>													

## Community Transition Planning

	<p>CTP consists of the following interventions to ensure the youth, family, and/or caregiver transitions successfully from the facility to their local community:</p> <ul style="list-style-type: none"> <li>• Establishing a connection or reconnection with the youth/parent/caregiver through supportive contacts while in the qualifying facility. By engaging with the youth, this helps to develop and strengthen a relationship</li> <li>• Educating the youth/parent/caregiver about local community resources and service options available to meet their needs upon transition into the community. This allows the youth/parent/caregiver to make self-directed, informed choices on service options to best meet their needs;</li> <li>• Participating in qualifying facility team meetings especially in person centered planning for those in an out-of-home treatment facility for longer than 60 days, to share hospital and community information related to estimated length of stay, present problems related to admission, discharge/release criteria, progress toward treatment goals, personal strengths, available supports and assets, medical condition, medication issues, and community treatment needs;</li> <li>• Linking the youth with community services including visits between the youth and the Community Support staff, or IFI team members who will be working with the youth/parent/caregiver in the community to improve the likelihood of the youth accepting services and working toward change</li> </ul>
Admission Criteria	<p>Individual who meet Core Customer Eligibility while in one of the following qualifying facilities:</p> <ol style="list-style-type: none"> <li>1. State Operated Hospital</li> <li>2. Crisis Stabilization Unit (CSU)</li> <li>3. Psychiatric Residential Treatment Facility (PRTF)</li> <li>4. Jail/Youth Development Center (YDC)</li> <li>5. Other (ex: Community Psychiatric Hospital)</li> </ol>
Continuing Stay Criteria	Same as above.
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Individual/family requests discharge; or</li> <li>2. Individual no longer meets Core Customer Eligibility; or</li> <li>3. Individual is discharged from a qualifying facility.</li> </ol>
Clinical Exclusions	Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a co-occurring Behavioral Health condition: Developmental Disability, Autism, Organic Mental Disorder, Traumatic Brain Injury
Required Components	Prior to Release from a Qualifying Facility: When the youth has had (a) a length of stay of 60 days or longer in a facility or (b) youth is readmitted to a facility within 30 days of discharge, a community transition plan in partnership with the facility is required. Evidence of planning shall be recorded and a copy of the Plan shall be included in both the youth's hospital and community record.
Clinical Operations	<ol style="list-style-type: none"> <li>1. If you are an IFI provider, you may provide this service to those youth who are working towards transition into the community (as defined in the CTP guideline) and are expected to receive services from the IFI team. Please refer to the Core Guidelines for the detail.</li> <li>2. Community Transition Planning activities shall include: <ol style="list-style-type: none"> <li>a) Telephone and Face-to-face contacts with youth/family/caregiver;</li> <li>b) Participating in youth's clinical staffing(s) prior to their discharge from the facility;</li> <li>c) Applications for youth resources and services prior to discharge from the facility including <ol style="list-style-type: none"> <li>i. Healthcare</li> <li>ii. Entitlements for which they are eligible</li> <li>iii. Education</li> <li>iv. Consumer Support Services</li> </ol> </li> </ol> </li> </ol>

## Community Transition Planning

	v. Applicable waivers, i.e., PRTF, and/or MRDD
Service Accessibility	<ol style="list-style-type: none"> <li>1. This service must be available 7 days a week (if the qualifying facility discharges or releases 7 days a week).</li> <li>2. This service may be delivered via telemedicine technology or via telephone conferencing.</li> </ol>
Reporting & Billing Requirements	<ol style="list-style-type: none"> <li>1. The modifier on Procedure Code indicates setting from which the consumer is transitioning.</li> <li>2. There must be a minimum of one face-to-face with the youth prior to release from hospital or qualifying facility in order to bill for any telephone contacts.</li> </ol>
Documentation Requirements	<ol style="list-style-type: none"> <li>1. A documented Community Transition Plan for: <ol style="list-style-type: none"> <li>a. Individuals with a length of stay greater than 60 days; or</li> <li>b. Individuals readmitted within 30 days of discharge.</li> </ol> </li> <li>2. Documentation of all face-to-face and telephone contacts and a description of progress with Community Transition Plan implementation and outcomes.</li> </ol>

## Crisis Intervention

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Crisis Intervention	Practitioner Level 1, In-Clinic	H2011	U1	U6			\$58.21	Practitioner Level 1, Out-of-Clinic	H2011	U1	U7			\$74.09
	Practitioner Level 2, In-Clinic	H2011	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	H2011	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	H2011	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	H2011	U3	U7			\$36.68
	Practitioner Level 4, In-Clinic	H2011	U4	U6			\$20.30	Practitioner Level 4, Out-of-Clinic	H2011	U4	U7			\$24.36
Unit Value	15 minutes							Maximum Daily Units*	16 units					
Initial Authorization*	48 units								Re-Authorization*	48 units				
Authorization Period*	180 days							Utilization Criteria	CAFAS scores:10-240					
Service Definition	Services directed toward the support of a child who is experiencing an abrupt and substantial change in behavior which is usually associated with a precipitating situation and which is in the direction of severe impairment of functioning or a marked increase in personal distress. Crisis Intervention is designed to prevent out of home placement or hospitalization. Often, a crisis exists at such time as a child and/or his or her family/responsible caregiver(s) decide to seek help and/or the individual, family/responsible caregiver(s), or practitioner identifies the situation as a crisis. Crisis services are time-limited and present-focused in order to address the immediate crisis and develop appropriate links to alternate services. Services may involve the youth and his/her family/responsible caregiver(s) and/or significant other, as well as other service providers.													

Service Definition, continued	<p>The current family-owned safety plan, if existing, should be utilized to help manage the crisis. Interventions provided should honor and be respectful of the child and family's wishes/choices by following the plan as closely as possible in line with appropriate clinical judgment. Plans/advanced directives developed during the Assessment/IRP process should be reviewed and updated (or developed if the individual is a new consumer) as part of this service to help prevent or manage future crisis situations.</p> <p>Some examples of interventions that may be used to de-escalate a crisis situation could include: a situational assessment; active listening and empathic responses to help relieve emotional distress; effective verbal and behavioral responses to warning signs of crisis related behavior; assistance to, and involvement/participation of the individual (to the extent he or she is capable) in active problem solving planning and interventions; facilitation of access to a myriad of crisis stabilization and other services deemed necessary to effectively manage the crisis; mobilization of natural support systems; and other crisis interventions as appropriate to the individual and issues to be addressed.</p>
Admission Criteria	<ol style="list-style-type: none"> <li>1. Treatment at a lower intensity has been attempted or given serious consideration; <b>and #2 and/or #3 are met:</b></li> <li>2. Youth has a known or suspected mental health diagnosis or substance related disorder; <b>or</b></li> <li>3. Youth is at risk of harm to self, others and/or property. Risk may range from mild to imminent; <b>and one or both of the following:</b> <ol style="list-style-type: none"> <li>a. Youth has insufficient or severely limited resources or skills necessary to cope with the immediate crisis; <b>or</b></li> <li>b. Youth demonstrates lack of judgment and/or impulse control and/or cognitive/perceptual abilities.</li> </ol> </li> </ol>
Continuing Stay Criteria	This service may be utilized at various points in the youth's course of treatment and recovery, however, each intervention is intended to be a discrete time-limited service that stabilizes the individual and moves him/her to the appropriate level of care.
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Youth no longer meets continued stay guidelines; and</li> <li>2. Crisis situation is resolved and an adequate continuing care plan has been established.</li> </ol>
Clinical Exclusions	Severity of clinical issues precludes provision of services at this level of care.
Clinical Operations	In any review of clinical appropriateness of this service, the mix of services offered to the individual is important. The use of crisis units will be looked at by the External Review Organization in combination with other supporting services. For example, if an individual presents in crisis and the crisis is alleviated within an hour but ongoing support continues, it is expected that 4 units of crisis will be billed and then some supporting service such as individual counseling will be utilized to support the individual during that interval of service.
Service Accessibility	<ol style="list-style-type: none"> <li>1. All crisis service response times for this service must be within 2 hours of the consumer or other constituent contact to the provider agency.</li> <li>2. Services are available 24-hours/ day, 7 days per week, and may be offered by telephone and/or face-to-face in most settings (e.g. home, school, community, clinic etc).</li> </ol>
Additional Medicaid Requirements	The daily maximum within a CSU for Crisis Intervention is 8 units/day.
Reporting and Billing Requirements	<ol style="list-style-type: none"> <li>1. Any use of a telephonic intervention must be coded/reported with a U6 modifier as the person providing the telephonic intervention is not expending the additional agency resources in order to be in the community where the person is located during the crisis.</li> <li>2. Any use beyond 16 units will not be denied but will trigger an immediate retrospective review.</li> </ol>

Diagnostic Assessment														
Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Psychiatric Diagnostic Examination	Practitioner Level 1, In-Clinic, Child Program	90801	HA	U1	U6		\$174.63	Practitioner Level 2, In-Clinic, Child Program	90801	HA	U2	U6		\$116.90
	Practitioner Level 1, Out-of-Clinic, Child Program	90801	HA	U1	U7		\$222.26	Practitioner Level 2, Out-of-Clinic, Child Program	90801	HA	U2	U7		\$140.28
	Practitioner Level 1, Via interactive audio and video telecommunication systems, Child Program	90801	GT	HA	U1		\$174.63	Practitioner Level 2, Via interactive audio and video telecommunication systems, Child Program	90801	GT	HA	U2		\$116.90
Psychiatric Diagnostic Examination, Interactive	Practitioner Level 1, In-Clinic, Child Program	90802	HA	U1	U6		\$174.63	Practitioner Level 2, In-Clinic, Child Program	90802	HA	U2	U6		\$116.90
	Practitioner Level 1, Out-of-Clinic, Child Program	90802	HA	U1	U7		\$222.26	Practitioner Level 2, Out-of-Clinic, Child Program	90802	HA	U2	U7		\$140.28
	Practitioner Level 1, Via interactive audio and video telecommunication systems, Child Program	90802	GT	HA	U1		\$174.63	Practitioner Level 2, Via interactive audio and video telecommunication systems, Child Program	90802	GT	HA	U2		\$116.90
Unit Value	1 encounter							Maximum Daily Units*	1 unit per procedure code					
Initial Authorization*	2 units							Re-Authorization*	2 units					
Authorization Period*	180 days							Utilization Criteria	CAFAS scores:10-240					
Service Definition	Psychiatric diagnostic interview examination includes a history; mental status exam; evaluation and assessment of physiological phenomena (including co-morbidity between behavioral and physical health care issues); psychiatric diagnostic evaluation (including assessing for co-occurring disorders and the development of a differential diagnosis);screening and/or assessment of any withdrawal symptoms for youth with substance related diagnoses; assessment of the appropriateness of initiating or continuing services; and a disposition. These are completed by face-to-face evaluation of the youth (which may include the use of telemedicine) and may include communication with family and other sources and the ordering and medical interpretation of laboratory or other medical diagnostic studies.													
	Interactive diagnostic interview examinations typically involve physical aids and non-verbal communication to overcome barriers to therapeutic interaction between the practitioner and youth as a result of expressive or receptive language deficits. Interactive diagnostic interview examinations are also used when a sign language interpreter or other language interpreter is utilized order to facilitate communication between the clinician and a consumer with hearing impairment or with limited English proficiency.													

Admission Criteria	1. Youth has a known or suspected mental illness or a substance-related disorder and has recently entered the service system; <b>or</b> 2. Youth is in need of annual assessment and re-authorization of service array; <b>or</b> 3. Youth has need of an assessment due to a change in clinical/functional status.
Continuing Stay Criteria	Youth's situation/functioning has changed in such a way that previous assessments are outdated.
Discharge Criteria	1. An adequate continuing care plan has been established; <b>and one or more of the following:</b> 2. Individual has withdrawn or been discharged from service; <b>or</b> 3. Individual no longer demonstrates need for continued diagnostic assessment.
Required Components	Telemedicine may be utilized for an initial Psychiatric Diagnostic Examination as well as for ongoing Psychiatric Diagnostic Examination via the use of appropriate procedure codes with the GT modifier.
Additional Medicaid Requirements	The daily maximum within a CSU for Diagnostic Assessment (Psychiatric Diagnostic Interview) for a youth is 2 units. Two units should be utilized only if it is necessary in a complex diagnostic case for the physician extender (PA or APRN) to call in the physician for an assessment to corroborate or verify the correct diagnosis.

### Family Outpatient Services: Family Counseling

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Family – BH counseling/therapy (w/o client present)	Practitioner Level 2, In-Clinic	H0004	HS	U2	U6		\$38.97	Practitioner Level 2, Out-of-Clinic	H0004	HS	U2	U7		\$46.76
	Practitioner Level 3, In-Clinic	H0004	HS	U3	U6		\$30.01	Practitioner Level 3, Out-of-Clinic	H0004	HS	U3	U7		\$36.68
	Practitioner Level 4, In-Clinic	H0004	HS	U4	U6		\$20.30	Practitioner Level 4, Out-of-Clinic	H0004	HS	U4	U7		\$24.36
	Practitioner Level 5, In-Clinic	H0004	HS	U5	U6		\$15.13	Practitioner Level 5, Out-of-Clinic	H0004	HS	U5	U7		\$18.15
Family – BH counseling/therapy (with client present)	Practitioner Level 2, In-Clinic	H0004	HR	U2	U6		\$38.97	Practitioner Level 2, Out-of-Clinic	H0004	HR	U2	U7		\$46.76
	Practitioner Level 3, In-Clinic	H0004	HR	U3	U6		\$30.01	Practitioner Level 3, Out-of-Clinic	H0004	HR	U3	U7		\$36.68
	Practitioner Level 4, In-Clinic	H0004	HR	U4	U6		\$20.30	Practitioner Level 4, Out-of-Clinic	H0004	HR	U4	U7		\$24.36



## Family Outpatient Services: Family Counseling

	Practitioner Level 5, In-Clinic	H0004	HR	U5	U6	\$15.13	Practitioner Level 5, Out-of-Clinic	H0004	HR	U5	U7	\$18.15
Family Psychotherapy w/o the patient present (appropriate license required)	Practitioner Level 2, In-Clinic	90846	U2	U6		\$38.97	Practitioner Level 2, Out-of-Clinic	90846	U2	U7		\$46.76
	Practitioner Level 3, In-Clinic	90846	U3	U6		\$30.01	Practitioner Level 3, Out-of-Clinic	90846	U3	U7		\$36.68
	Practitioner Level 4, In-Clinic	90846	U4	U6		\$20.30	Practitioner Level 4, Out-of-Clinic	90846	U4	U7		\$24.36
	Practitioner Level 5, In-Clinic	90846	U5	U6		\$15.13	Practitioner Level 5, Out-of-Clinic	90846	U5	U7		\$18.15
Conjoint Family Psychotherapy w/ the patient present (appropriate license required)	Practitioner Level 2, In-Clinic	90847	U2	U6		\$38.97	Practitioner Level 2, Out-of-Clinic	90847	U2	U7		\$46.76
	Practitioner Level 3, In-Clinic	90847	U3	U6		\$30.01	Practitioner Level 3, Out-of-Clinic	90847	U3	U7		\$36.68
	Practitioner Level 4, In-Clinic	90847	U4	U6		\$20.30	Practitioner Level 4, Out-of-Clinic	90847	U4	U7		\$24.36
	Practitioner Level 5, In-Clinic	90847	U5	U6		\$15.13	Practitioner Level 5, Out-of-Clinic	90847	U5	U7		\$18.15
Unit Value	15 minutes						Maximum Daily Units*	16 units (Family Training and Family Counseling combined)				
Initial Authorization*	If a MICP Registration is submitted - 32 units (combined with Family Training) If a MICP New Episode is submitted - 60 units (combined with Family Training)						Reauthorization*	60 units (Family Training and Family Counseling combined)				
Authorization Period*	180 days						Utilization Criteria	CAFAS scores: 10-240				
Service Definition	A counseling service shown to be successful with identified family populations, diagnoses and service needs. Services are directed toward achievement of specific goals defined by the individual youth and by the parent(s)/responsible caregiver(s) and specified in the Individualized Resiliency Plan ( <b>Note:</b> Although interventions may involve the family, the focus or primary beneficiary of intervention must always be the individual consumer). Family counseling provides systematic interactions between the identified individual consumer, staff and the individual's family members directed toward the restoration, development, enhancement or maintenance of functioning of the identified consumer/family unit. This may include specific clinical interventions/activities to enhance family roles; relationships, communication and functioning that promote the resiliency of the individual/family unit. Specific goals/issues to be addressed though these services may include the restoration, development, enhancement or maintenance of:											

## Family Outpatient Services: Family Counseling

Service Definition, continued	<ol style="list-style-type: none"> <li>1) cognitive processing skills;</li> <li>2) healthy coping mechanisms;</li> <li>3) adaptive behaviors and skills;</li> <li>4) interpersonal skills;</li> <li>5) family roles and relationships;</li> <li>6) the family's understanding of the person's mental illness and substance-related disorders and methods of intervention, interaction and mutual support the family can use to assist their family member therapeutic goals.</li> </ol> <p>Best practices such as Multi-systemic Family Therapy, Multidimensional Family Therapy, Behavioral Family Therapy, Functional Family Therapy or others appropriate for the family and issues to be addressed should be utilized in the provision of this service.</p>
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual must have an emotional disturbance and/or substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b></li> <li>2. Individual's level of functioning does not preclude the provision of services in an outpatient milieu; <b>and</b></li> <li>3. Individual's assessment indicates needs that may be supported by a therapeutic intervention shown to be successful with identified family populations and individual's diagnoses.</li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet Admission Criteria as articulated above; <b>and</b></li> <li>2. Progress notes document progress relative to goals identified in the Individualized Resiliency Plan, but all treatment/support goals have not yet been achieved.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Goals of the Individualized Resiliency Plan have been substantially met; <b>or</b></li> <li>3. Individual/family requests discharge and individual is not in imminent danger of harm to self or others; <b>or</b></li> <li>4. Transfer to another service is warranted by change in individual's condition; <b>or</b></li> <li>5. Individual requires more intensive services.</li> </ol>
Service Exclusions	Intensive Family Intervention
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. This service is not intended to supplant other services such as MR/DD Personal and Family Support or any day services where the individual may more appropriately receive these services with staff in various community settings.</li> <li>2. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a qualifying psychiatric condition overlaying the primary diagnosis: mental retardation, autism, organic mental disorder, and traumatic brain injury.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. The treatment orientation, modality, and goals must be specified and agreed upon by the youth/family/caregiver.</li> <li>2. The Individualized Resiliency Plan for the individual includes goals and objectives specific to the family for whom the service is being provided.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. Models of best practice delivery may include (as clinically appropriate) Multidimensional Family Therapy, Behavioral Family Therapy, Functional Family Therapy, and others as appropriate the family and issues to be addressed.</li> </ol>
Service Accessibility	<ol style="list-style-type: none"> <li>1. Services may not exceed 16 Billable units (combined Family Counseling and Family Therapy) in a single day. If clinical need indicates this level of intensity, other services may need to be considered for authorization.</li> <li>2. For the purposes of this specific service, the definition of family <b>excludes</b> employees of Child Caring Institution, employees of DJJ or employees of DFCS as</li> </ol>

## Family Outpatient Services: Family Counseling

	recipients of service.
Documentation Requirements	<p>1. If there are multiple family members in the Family Counseling session who are enrolled consumers for whom the focus of treatment is related to goals on their treatment plans, we recommend the following:</p> <ul style="list-style-type: none"> <li>a. Document the family session in the charts of each individual consumer for whom the treatment is related to a specific goal on the individual's IRP</li> <li>b. Charge the Family Counseling session units to <u>one</u> of the consumers.</li> <li>c. Indicate "NC" (No Charge) on the documentation for the other consumer(s) in the family session and have the note reflect that the charges for the session are assigned to another family member in the session.</li> </ul>

## Family Outpatient Services: Family Training

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Family Skills Training and Development	Practitioner Level 4, In-Clinic, w/o client present	H2014	HS	U4	U6		\$20.30	Practitioner Level 4, In-Clinic, w/ client present	H2014	HR	U4	U6		\$20.30
	Practitioner Level 5, In-Clinic, w/o client present	H2014	HS	U5	U6		\$15.13	Practitioner Level 5, In-Clinic, w/ client present	H2014	HR	U5	U6		\$15.13
	Practitioner Level 4, Out-of-Clinic, w/o client present	H2014	HS	U4	U7		\$24.36	Practitioner Level 4, Out-of-Clinic, w/ client present	H2014	HR	U4	U7		\$24.36
	Practitioner Level 5, Out-of-Clinic, w/o client present	H2014	HS	U5	U7		\$18.15	Practitioner Level 5, Out-of-Clinic, w/ client present	H2014	HR	U5	U7		\$18.15
Unit Value	15 minutes							Maximum Daily Units*	16 units (Family Training and Family Counseling combined)					
Initial Authorization*	If a MICP Registration is submitted - 32 units (combined with Family Counseling) If a MICP New Episode is submitted - 60 units (combined with Family Counseling)							Reauthorization *	60 units (Family Training and Family Counseling combined)					
Authorization Period*	180 days							Utilization Criteria	CAFAS scores:10-240					
Service Definition	A therapeutic interaction shown to be successful with identified family populations, diagnoses and service needs, provided by qualified staff. Services are directed toward achievement of specific goals defined by the individual youth and by the parent(s)/responsible caregiver(s) and specified in the Individualized Resiliency Plan (note: although interventions may involve the family, the focus or primary beneficiary of intervention must always be the individual consumer).  Family training provides systematic interactions between the identified individual consumer, staff and the individual's family members directed toward the restoration, development, enhancement or maintenance of functioning of the identified consumer/family unit. This may include support of the family, as well as training and specific activities to enhance family roles; relationships, communication and functioning that promote the resiliency of the individual/family unit.													

## Family Outpatient Services: Family Training

	<p>Specific goals/issues to be addressed through these services may include the restoration, development, enhancement or maintenance of:</p> <ol style="list-style-type: none"> <li>1) illness and medication self-management knowledge and skills (e.g. symptom management, behavioral management, relapse prevention skills, knowledge of medications and side effects, and motivational/skill development in taking medication as prescribed/helping a family member to take medication as prescribed);</li> <li>2) problem solving and practicing functional support;</li> <li>3) healthy coping mechanisms;</li> <li>4) adaptive behaviors and skills;</li> <li>5) interpersonal skills;</li> <li>6) daily living skills;</li> <li>7) resource access and management skills; and</li> <li>8) the family's understanding of mental illness and substance related disorders, the steps necessary to facilitate recovery/resiliency, and methods of intervention, interaction and mutual support the family can use to assist their family member.</li> </ol>
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual must have an emotional disturbance and/or substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b></li> <li>2. Individual's level of functioning does not preclude the provision of services in an outpatient milieu; <b>and</b></li> <li>3. Individual's assessment indicates needs that may be supported by a therapeutic intervention shown to be successful with identified family populations and individual's diagnoses.</li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet Admission Criteria as articulated above; <b>and</b></li> <li>2. Progress notes document progress relative to goals identified in the Individualized Resiliency Plan, but all treatment/support goals have not yet been achieved</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Goals of the Individualized Resiliency Plan have been substantially met; <b>or</b></li> <li>3. Individual/family requests discharge and individual is not in imminent danger of harm to self or others; <b>or</b></li> <li>4. Transfer to another service is warranted by change in individual's condition; <b>or</b></li> <li>5. Individual requires more intensive services.</li> </ol>
Service Exclusions	<ol style="list-style-type: none"> <li>1. Designated Crisis Stabilization Unit services and Intensive Family Intervention</li> <li>2. This service is not intended to supplant other services such as Personal and Family Support or any day services where the individual may more appropriately receive these services with staff in various community settings</li> </ol>
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: mental retardation, autism, organic mental disorder, and traumatic brain injury.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. The treatment orientation, modality and goals must be specified and agreed upon by the youth/family/caregiver.</li> <li>2. The Individualized Resiliency Plan for the individual includes goals and objectives specific to the youth and family for whom the service is being provided.</li> </ol>
Service Accessibility	<ol style="list-style-type: none"> <li>1. Services may not exceed 16 Billable units (combined Family Counseling and Family Therapy) in a single day. If clinical need indicates this level of intensity, other services may need to be considered for authorization.</li> <li>2. Family Training may <b>not</b> be provided in an Institution for Mental Diseases (IMD, e.g. state or private psychiatric hospital, psychiatric residential treatment facility or Crisis Stabilization Unit with greater than 16 beds), jail, youth development center (YDC) or prison system.</li> <li>3. This service may not be provided and billed for youth who are involuntarily detained in Regional Youth Detention Centers (RYDCs) awaiting criminal</li> </ol>

## Family Outpatient Services: Family Training

	<p>proceedings, penal dispositions, or other involuntary detainment proceedings. Any exception to this requires supporting documentation from the DJJ partners. The provider holds the risk for assuring the youth's eligibility</p> <p>4. For the purposes of this specific service, the definition of family <b>excludes</b> employees of Child Caring Institution, employees of DJJ or employees of DFCS as recipients of service.</p>
Documentation Requirements	<p>1. If there are multiple family members in the Family Training session who are enrolled consumers for whom the focus of treatment in the group is related to goals on their treatment plans, we recommend the following:</p> <ul style="list-style-type: none"> <li>a. Document the family session in the charts of each individual consumer for whom the treatment is related to a specific goal on the individual's IRP</li> <li>b. Charge the Family Training session units to <u>one</u> of the consumers.</li> <li>c. Indicate "NC" (No Charge) on the documentation for the other consumer(s) in the family session and have the note reflect that the charges for the session are assigned to another family member in the session.</li> </ul>

## Group Outpatient Services: Group Counseling

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Group – Behavioral health counseling and therapy	Practitioner Level 2, In-Clinic	H0004	HQ	U2	U6		\$8.50	Practitioner Level 2, Out-of-Clinic, Multi-family group, with client present	H0004	HQ	HR	U2	U7	\$10.39
	Practitioner Level 3, In-Clinic	H0004	HQ	U3	U6		\$6.60	Practitioner Level 3, Out-of-Clinic, Multi-family group, with client present	H0004	HQ	HR	U3	U7	\$8.25
	Practitioner Level 4, In-Clinic	H0004	HQ	U4	U6		\$4.43	Practitioner Level 4, Out-of-Clinic, Multi-family group, with client present	H0004	HQ	HR	U4	U7	\$5.41
	Practitioner Level 5, In-Clinic	H0004	HQ	U5	U6		\$3.30	Practitioner Level 5, Out-of-Clinic, Multi-family group, with client present	H0004	HQ	HR	U5	U7	\$4.03
	Practitioner Level 2, Out-of-Clinic	H0004	HQ	U2	U7		\$10.39	Practitioner Level 2, In-Clinic, Multi-family group, without client present	H0004	HQ	HS	U2	U6	\$8.50
	Practitioner Level 3, Out-of-Clinic	H0004	HQ	U3	U7		\$8.25	Practitioner Level 3, In-Clinic, Multi-family group, without client present	H0004	HQ	HS	U3	U6	\$6.60
	Practitioner Level 4, Out-of-Clinic	H0004	HQ	U4	U7		\$5.41	Practitioner Level 4, In-Clinic, Multi-family group, without client present	H0004	HQ	HS	U4	U6	\$4.43
	Practitioner Level 5, Out-of-Clinic	H0004	HQ	U5	U7		\$4.03	Practitioner Level 5, In-Clinic, Multi-family group, without client present	H0004	HQ	HS	U5	U6	\$3.30
	Practitioner Level 2, In-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U2	U6	\$8.50	Practitioner Level 2, Out-of-Clinic, Multi-family group, without client present	H0004	HQ	HS	U2	U7	\$10.39

## Group Outpatient Services: Group Counseling

	Practitioner Level 3, In-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U3	U6	\$6.60	Practitioner Level 3, Out-of-Clinic, Multi-family group, without client present	H0004	HQ	HS	U3	U7	\$8.25				
	Practitioner Level 4, In-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U4	U6	\$4.43	Practitioner Level 4, Out-of-Clinic, Multi-family group, without client present	H0004	HQ	HS	U4	U7	\$5.41				
	Practitioner Level 5, In-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U5	U6	\$3.30	Practitioner Level 5, Out-of-Clinic, Multi-family group, without client present	H0004	HQ	HS	U5	U7	\$4.03				
Group Psychotherapy other than of a multiple family group (appropriate license required)	Practitioner Level 2, In-Clinic	90853	U2	U6				Practitioner Level 2, Out-of-Clinic	90853	U2	U7							
	Practitioner Level 3, In-Clinic	90853	U3	U6					\$6.60	Practitioner Level 3, Out-of-Clinic	90853				U3	U7		\$8.25
	Practitioner Level 4, In-Clinic	90853	U4	U6					\$4.43	Practitioner Level 4, Out-of-Clinic	90853				U4	U7		\$5.41
	Practitioner Level 5, In-Clinic	90853	U5	U6					\$3.30	Practitioner Level 5, Out-of-Clinic	90853				U5	U7		\$4.03
Unit Value	15 minutes							Maximum Daily Units *	16 units for Brief Registration 20 units for Ongoing MICP									
Initial Authorization*	If a MICP Registration is submitted - 32 units If a MICP New Episode is submitted - 200 units							Re-Authorization*	200 units									
Authorization Period*	180 days							Utilization Criteria	CAFAS scores:10-240									
Service Definition	A therapeutic intervention or counseling service shown to be successful with identified populations, diagnoses and service needs. Services are directed toward achievement of specific goals defined by the youth and by the parent(s)/responsible caregiver(s) and specified in the Individualized Resiliency Plan. Services may address goals/issues such as promoting resiliency, and the restoration, development, enhancement or maintenance of: 1) cognitive skills; 2) healthy coping mechanisms; 3) adaptive behaviors and skills; 4) interpersonal skills; 5) identifying and resolving personal, social, intrapersonal and interpersonal concerns.																	
Admission Criteria	1. Youth must have a primary emotional disturbance/substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b> 2. The youth's level of functioning does not preclude the provision of services in an outpatient milieu; <b>and</b> 3. The individual's resiliency goal/s that are to be addressed by this service must be conducive to response by a group milieu.																	
Continuing Stay Criteria	1. Youth continues to meet admission criteria; <b>and</b> 2. Youth demonstrates documented progress relative to goals identified in the Individualized Resiliency Plan, but treatment goals have not yet been achieved.																	



## Group Outpatient Services: Group Counseling

Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Goals of the Individualized Resiliency Plan have been substantially met; <b>or</b></li> <li>3. Youth and family requests discharge and the youth is not in imminent danger of harm to self or others; <b>or</b></li> <li>4. Transfer to another service/level of care is warranted by change in youth's condition; <b>or</b></li> <li>5. Youth requires more intensive services.</li> </ol>
Service Exclusions	See Required Components, Item 2, below.
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Severity of behavioral health issue precludes provision of services.</li> <li>2. Severity of cognitive impairment precludes provision of services in this level of care.</li> <li>3. There is a lack of social support systems such that a more intensive level of service is needed.</li> <li>4. This service is not intended to supplant other services such as MR/DD Personal and Family Support or any day services where the individual may more appropriately receive these services with staff in various community settings.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. The treatment orientation, modality and goals must be specified and agreed upon by the youth/family/caregiver. If there are disparate goals between the youth and family, this is addressed clinically as part of the resiliency building plans and interventions.</li> <li>2. When billed concurrently with IFI services, this service must be curriculum based and/or targeted to a very specific clinical issue (e.g. incest survivor groups, perpetrator groups, sexual abuse survivor groups).</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. Maximum face-to-face ratio cannot be more than 10 consumers to 1 direct service staff based on average group attendance</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. The membership of a multiple family group (H0004 HQ) consists of multiple family units such as a group of two or more parent(s) from different families either with (HR) or without (HS) participation of their child/children.</li> <li>2. Practitioners and supervisors of those providing this service are expected to maintain knowledge and skills regarding group practice such as selecting appropriate participants for a particular group, working with the group to establish necessary group norms and goals, and understanding and managing group dynamics and processes.</li> </ol>
Service Accessibility	<ol style="list-style-type: none"> <li>1. For the purposes of this specific service, when this service is provided to multi-family groups, the definition of family <b>excludes</b> employees of Child Caring Institution, employees of DJJ or employees of DFCS as recipients of service.</li> </ol>

## Group Outpatient Services: Group Training

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Group Skills Training & Development	Practitioner Level 4, In-Clinic	H2014	HQ	U4	U6		\$4.43	Practitioner Level 4, Out-of-Clinic, w/ client present	H2014	HQ	HR	U4	U7	\$5.41
	Practitioner Level 5, In-Clinic	H2014	HQ	U5	U6		\$3.30	Practitioner Level 5, Out-of-Clinic, w/ client present	H2014	HQ	HR	U5	U7	\$4.03

## Group Outpatient Services: Group Training

	Practitioner Level 4, Out-of-Clinic	H2014	HQ	U4	U7		\$5.41	Practitioner Level 4, In-Clinic, w/o client present	H2014	HQ	HS	U4	U6	\$4.43
	Practitioner Level 5, Out-of-Clinic	H2014	HQ	U5	U7		\$4.03	Practitioner Level 5, In-Clinic, w/o client present	H2014	HQ	HS	U5	U6	\$3.30
	Practitioner Level 4, In-Clinic, w/ client present	H2014	HQ	HR	U4	U6	\$4.43	Practitioner Level 4, Out-of-Clinic, w/o client present	H2014	HQ	HS	U4	U7	\$5.41
	Practitioner Level 5, In-Clinic, w/w client present	H2014	HQ	HR	U5	U6	\$3.30	Practitioner Level 5, Out-of-Clinic, w/o client present	H2014	HQ	HS	U5	U7	\$4.03
Unit Value	15 minutes							Maximum Daily Units*	16 units					
Initial Authorization*	If a MICP Registration is submitted - 32 units If a MICP New Episode is submitted - 200 units								Re-Authorization*	200 units				
Authorization Period*	180 days							Utilization Criteria		CAFAS scores: 10-240				
Service Definition	A therapeutic interaction shown to be successful with identified populations, diagnoses and service needs. Services are directed toward achievement of specific goals defined by the youth and by the parent(s)/responsible caregiver(s) and specified in the Individualized Resiliency Plan. Services may address goals/issues such as promoting resiliency, and the restoration, development, enhancement or maintenance of: 1) illness and medication self-management knowledge and skills (e.g. symptom management, behavioral management, relapse prevention skills, knowledge of medications and side effects, and motivational/skill development in taking medication as prescribed); 2) problem solving skills; 3) healthy coping mechanisms; 4) adaptive skills; 5) interpersonal skills; 6) daily living skills; 7) resource management skills; 8) knowledge regarding emotional disturbance, substance related disorders and other relevant topics that assist in meeting the youth's and family's needs; and skills necessary to access and build community resources and natural support systems.													
Admission Criteria	1. Youth must have a primary emotional disturbance/substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b> 2. The youth's level of functioning does not preclude the provision of services in an outpatient milieu; <b>and</b> 3. The individual's resiliency goal/s that are to be addressed by this service must be conducive to response by a group milieu.													
Continuing Stay Criteria	1. Youth continues to meet admission criteria; <b>and</b> 2. Youth demonstrates documented progress relative to goals identified in the Individualized Resiliency Plan, but treatment goals have not yet been achieved.													
Discharge Criteria	1. An adequate continuing care plan has been established; <b>and one or more of the following:</b> 2. Goals of the Individualized Resiliency Plan have been substantially met; <b>or</b> 3. Youth and family requests discharge and the youth is not in imminent danger of harm to self or others; <b>or</b> 4. Transfer to another service/level of care is warranted by change in youth's condition; <b>or</b> 5. Youth requires more intensive services.													

## Group Outpatient Services: Group Training

Service Exclusions	1. When billed concurrently with IFI services, this service must be curriculum based and/or targeted to a very specific clinical issue (e.g. incest survivor groups, perpetrator groups, sexual abuse survivor groups).
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Severity of behavioral health issue precludes provision of services.</li> <li>2. Severity of cognitive impairment precludes provision of services in this level of care.</li> <li>3. There is a lack of social support systems such that a more intensive level of service is needed.</li> <li>4. This service is not intended to supplant other services such as MR/DD Personal and Family Support or any day services where the individual may more appropriately receive these services with staff in various community settings.</li> <li>5. Youth with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: mental retardation, autism, organic mental disorder, and traumatic brain injury.</li> </ol>
Required Components	The functional goals addressed through this service must be specified and agreed upon by the youth/family/caregiver. If there are disparate goals between the youth and family, this is addressed clinically as part of the resiliency building plans and interventions.
Staffing Requirements	Maximum face-to-face ratio cannot be more than 10 consumers to 1 direct service staff based on average group attendance
Clinical Operations	<ol style="list-style-type: none"> <li>1. Out-of-clinic group skills training is allowable and clinically valuable for some consumers; therefore, this option should be explored to the benefit of the consumer. In this event, staff must be able to assess and address the individual needs and progress of each consumer consistently throughout the intervention/activity (e.g. in an example of teaching 2-3 consumers to access public transportation in the community, group training may be given to help each consumer individually to understand the bus schedule in a way that makes sense to them, to address questions/concerns each may have about how to use the bus, perhaps to spend time riding the bus with the consumers and assisting each to understand and become comfortable with riding the bus in accordance with <i>individual</i> goals, etc).</li> <li>2. The membership of a multiple family Group Training session (H2014 HQ) consists of multiple family units such as a group of two or more parent(s) from different families either with (HR) or without (HS) participation of their child/children.</li> </ol>
Reporting and Billing Requirements	<ol style="list-style-type: none"> <li>1. Out-of-clinic group skills training is denoted by the U7 modifier.</li> </ol>

## Individual Counseling

Transaction Code		Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Individual Psychotherapy, insight	~20-30 minutes	Practitioner Level 2, In-Clinic	90804	U2	U6			64.95	Practitioner Level 2, Out-of-Clinic	90804	U2	U7			77.93
		Practitioner Level 3, In-Clinic	90804	U3	U6			50.02	Practitioner Level 3, Out-of-Clinic	90804	U3	U7			61.13
		Practitioner Level 4, In-Clinic	90804	U4	U6			33.83	Practitioner Level 4, Out-of-Clinic	90804	U4	U7			40.59
		Practitioner Level 5, In-Clinic	90804	U5	U6			25.21	Practitioner Level 5, Out-of-Clinic	90804	U5	U7			30.25

## Individual Counseling

oriented, behavior-modifying and/or supportive	-45-50 minutes	Practitioner Level 2, In-Clinic	90806	U2	U6	116.90	Practitioner Level 2, Out-of-Clinic	90806	U2	U7	140.28
		Practitioner Level 3, In-Clinic	90806	U3	U6	90.03	Practitioner Level 3, Out-of-Clinic	90806	U3	U7	110.04
		Practitioner Level 4, In-Clinic	90806	U4	U6	60.89	Practitioner Level 4, Out-of-Clinic	90806	U4	U7	73.07
		Practitioner Level 5, In-Clinic	90806	U5	U6	45.38	Practitioner Level 5, Out-of-Clinic	90806	U5	U7	54.46
	-75-80 minutes	Practitioner Level 2, In-Clinic	90808	U2	U6	194.84	Practitioner Level 2, Out-of-Clinic	90808	U2	U7	233.80
		Practitioner Level 3, In-Clinic	90808	U3	U6	150.05	Practitioner Level 3, Out-of-Clinic	90808	U3	U7	183.39
		Practitioner Level 4, In-Clinic	90808	U4	U6	101.48	Practitioner Level 4, Out-of-Clinic	90808	U4	U7	121.78
		Practitioner Level 5, In-Clinic	90808	U5	U6	75.64	Practitioner Level 5, Out-of-Clinic	90808	U5	U7	90.76
Individual psycho-therapy, interactive, (using play equipment, physical devices, language interpreter, or other mechanisms of non-verbal communication)	-20-30 minutes	Practitioner Level 2, In-Clinic	90810	U2	U6	64.95	Practitioner Level 2, Out-of-Clinic	90810	U2	U7	77.93
		Practitioner Level 3, In-Clinic	90810	U3	U6	50.02	Practitioner Level 3, Out-of-Clinic	90810	U3	U7	61.13
		Practitioner Level 4, In-Clinic	90810	U4	U6	33.83	Practitioner Level 4, Out-of-Clinic	90810	U4	U7	40.59
		Practitioner Level 5, In-Clinic	90810	U5	U6	25.21	Practitioner Level 5, Out-of-Clinic	90810	U5	U7	30.25
	-45-50 minutes	Practitioner Level 2, In-Clinic	90812	U2	U6	116.90	Practitioner Level 2, Out-of-Clinic	90812	U2	U7	140.28
		Practitioner Level 3, In-Clinic	90812	U3	U6	90.03	Practitioner Level 3, Out-of-Clinic	90812	U3	U7	110.04
		Practitioner Level 4, In-Clinic	90812	U4	U6	60.89	Practitioner Level 4, Out-of-Clinic	90812	U4	U7	73.07
		Practitioner Level 5, In-Clinic	90812	U5	U6	45.38	Practitioner Level 5, Out-of-Clinic	90812	U5	U7	54.46
	-75-80 minutes	Practitioner Level 2, In-Clinic	90814	U2	U6	194.84	Practitioner Level 2, Out-of-Clinic	90814	U2	U7	233.80
		Practitioner Level 3, In-Clinic	90814	U3	U6	150.05	Practitioner Level 3, Out-of-Clinic	90814	U3	U7	183.39
		Practitioner Level 4, In-Clinic	90814	U4	U6	101.48	Practitioner Level 4, Out-of-Clinic	90814	U4	U7	121.78
		Practitioner Level 5, In-Clinic	90814	U5	U6	75.64	Practitioner Level 5, Out-of-Clinic	90814	U5	U7	90.76
	Unit Value	1 encounter						Maximum Daily Units*		1 unit	
	Initial Authorization	24 units								24 units	
	Authorization Period*	180 days						Utilization Criteria		CAFAS scores: 10-240	
	Service Definition	A therapeutic intervention or counseling service shown to be successful with identified youth populations, diagnoses and service needs, provided by a qualified clinician. Techniques employed involve the principles, methods and procedures of counseling that assist the youth in identifying and resolving personal, social, vocational, intrapersonal and interpersonal concerns. Services are directed toward achievement of specific goals defined by the youth and by the parent(s)/responsible caregiver(s) and specified in the Individualized Resiliency Plan. These services address goals/issues such as promoting resiliency, and the restoration, development, enhancement or maintenance of: 1) the illness/emotional disturbance and medication self-management knowledge and skills (e.g. symptom management, behavioral management, relapse prevention skills, knowledge of medications and side effects, and motivational/skill development in taking medication as prescribed); 2) problem solving and cognitive skills; 3) healthy coping mechanisms;									

## Individual Counseling

Service Definition, continued	<ol style="list-style-type: none"> <li>4) adaptive behaviors and skills;</li> <li>5) interpersonal skills; and</li> <li>6) knowledge regarding the emotional disturbance, substance related disorders and other relevant topics that assist in meeting the youth's needs.</li> </ol> <p>Best/evidence based practice modalities may include (as clinically appropriate): Motivational Interviewing/Enhancement Therapy, Cognitive Behavioral Therapy, Behavioral Modification, Behavioral Management, Rational Behavioral Therapy, Dialectical Behavioral Therapy, Interactive Play Therapy, and others as appropriate to the individual and clinical issues to be addressed.</p>
Admission Criteria	<ol style="list-style-type: none"> <li>1. Youth must have a primary emotional disturbance/substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b></li> <li>2. The youth's level of functioning does not preclude the provision of services in an outpatient milieu; <b>and</b></li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet admission criteria; <b>and</b></li> <li>2. Individual demonstrates documented progress relative to goals identified in the Individualized Resiliency Plan, but treatment goals have not yet been achieved.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Goals of the Individualized Resiliency Plan have been substantially met; <b>or</b></li> <li>3. Individual/family requests discharge and individual is not in imminent danger of harm to self or others; <b>or</b></li> <li>4. Transfer to another service is warranted by change in individual's condition; <b>or</b></li> <li>5. Individual requires a service approach which supports less or more intensive need.</li> </ol>
Service Exclusions	Designated Crisis Stabilization Unit services and Intensive Family Intervention
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Severity of behavioral health disturbance precludes provision of services.</li> <li>2. Severity of cognitive impairment precludes provision of services in this level of care.</li> <li>3. There is a lack of social support systems such that a more intensive level of service is needed.</li> <li>4. There is no outlook for improvement with this particular service</li> <li>5. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: mental retardation, autism, organic mental disorder and traumatic brain injury.</li> </ol>
Required Components	The treatment orientation, modality and goals must be specified and agreed upon by the youth/family/caregiver.
Clinical Operations	Practitioners and supervisors of those providing this service are expected to maintain knowledge and skills regarding current research trends in best/evidence based counseling practices.

## Medication Administration

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Comprehensive Medication Services	Practitioner Level 2, In-Clinic	H2010	U2	U6			\$33.40	Practitioner Level 2, Out-of-Clinic	H2010	U2	U7			\$42.51
	Practitioner Level 3, In-Clinic	H2010	U3	U6			\$25.39	Practitioner Level 3, Out-of-Clinic	H2010	U3	U7			\$33.01
	Practitioner Level 4, In-Clinic	H2010	U4	U6			\$17.40	Practitioner Level 4, Out-of-Clinic	H2010	U4	U7			\$22.14
	Practitioner Level 5, In-Clinic	H2010	U5	U6			\$12.97							
Therapeutic, prophylactic or diagnostic injection	Practitioner Level 2, In-Clinic	96372	U2	U6			\$33.40	Practitioner Level 2, Out-of-Clinic	96372	U2	U7			\$42.51
	Practitioner Level 3, In-Clinic	96372	U3	U6			\$25.39	Practitioner Level 3, Out-of-Clinic	96372	U3	U7			\$33.01
	Practitioner Level 4, In-Clinic	96372	U4	U6			\$17.40	Practitioner Level 4, Out-of-Clinic	96372	U4	U7			\$22.14
Alcohol, and/or drug services, methadone administration and/or service	Practitioner Level 2, In-Clinic	H0020	U2	U6			\$33.40	Practitioner Level 4, In-Clinic	H0020	U4	U6			\$17.40
	Practitioner Level 3, In-Clinic	H0020	U3	U6			\$25.39							
Unit Value	1 encounter							Maximum Daily Units*	1 unit					
Initial Authorization*	With the submission of MICP Registration - 6 units shared With the submission of MICP New Episode: H2010 & 96372 = 60 units shared							Re-Authorization*	H2010 & 96372 = 60 units shared					
Authorization Period*	180 days							Utilization Criteria	CAFAS scores:10-240					
Service Definition	As reimbursed through this service, medication administration includes the act of introducing a drug (any chemical substance that, when absorbed into the body of a living organism, alters normal bodily function) into the body of another person by any number of routes including, but not limited to the following: oral, nasal, inhalant, intramuscular injection, intravenous, topical, suppository or intraocular. Medication administration requires a physician's order and must be administered by licensed or credentialed* medical personnel under the supervision of a physician or registered nurse in accordance with O.C.G.A. This service does <u>not</u> cover the supervision of self-administration of medications (See Clinical Exclusions below).													
	The service must include: 1. An assessment, by the licensed or credentialed medical personnel administering the medication, of the youth's physical, psychological and behavioral status in order to make a recommendation regarding whether to continue the medication and/or its means of administration, and whether to refer the youth to the physician for a medication review. 2. Education to the youth and/or family/responsible caregiver(s), by appropriate licensed medical personnel, on the proper administration and monitoring of prescribed medication in accordance with the youth's resiliency plan.													
	For individuals who need opioid maintenance, the Opioid Maintenance service should be requested.													



## Medication Administration

Admission Criteria	<ol style="list-style-type: none"> <li>1. Youth presents symptoms that are likely to respond to pharmacological interventions; and</li> <li>2. Youth has been prescribed medications as a part of the treatment array; and</li> <li>3. Youth/family/responsible caregiver is unable to self-administer/administer prescribed medication because: <ol style="list-style-type: none"> <li>a. Although the youth is willing to take the prescribed medication, it is in an injectable form and must be administered by licensed medical personnel; <b>or</b></li> <li>b. Although youth is willing to take the prescribed medication, it is a Class A controlled substance which must be stored and dispensed by medical personnel in accordance with state law; or</li> <li>c. Administration by licensed/credentialed medical personnel is necessary because an assessment of the youth's physical, psychological and behavioral status is required in order to make a determination regarding whether to continue the medication and/or its means of administration and/or whether to refer the youth to the physician for a medication review.</li> <li>d. Due to the family/caregiver's lack of capacity there is no responsible party to manage/supervise self-administration of medication (refer youth/family for CSI and/or Family or Group Training in order to teach these skills)</li> </ol> </li> </ol>
Continuing Stay Criteria	Youth continues to meet admission criteria.
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Youth no longer needs medication; <b>or</b></li> <li>2. Youth/Family/Caregiver is able to self-administer, administer, or supervise self-administration medication; <b>and</b></li> <li>3. Adequate continuing care plan has been established.</li> </ol>
Service Exclusions	<ol style="list-style-type: none"> <li>1. Medication administered as part of Ambulatory Detoxification is billed as "Ambulatory Detoxification" and is not billed via this set of codes.</li> <li>2. Must not be billed in the same day as Nursing Assessment.</li> <li>3. For individuals who need opioid maintenance, the Opioid Maintenance service should be requested.</li> </ol>
Clinical Exclusions	This service does <b>not</b> cover the supervision of self-administration of medications. Self-administration of medications can be done by anyone physically and mentally capable of taking or administering medications to himself/herself. Youth with mental health issues, or developmental disabilities are very often capable of self administration of medications even if supervision by others is needed in order to adequately or safely manage self-administration of medication and other activities of daily living.
Required Components	<ol style="list-style-type: none"> <li>1. There must be a physician's order for the medication and for the administration of the medication. The order must be in the youth's chart. Telephone orders are acceptable provided they are co-signed by the physician in accordance with DBHDD standards.</li> <li>2. Documentation must support that the individual is being trained in the risks and benefits of the medications being administered and that symptoms are being monitored by the staff member administering the medication.</li> <li>3. Documentation must support the medical necessity of administration by licensed/credentialed medical personnel rather than by the youth, family or caregiver.</li> <li>4. Documentation must support that the youth AND family/caregiver is being trained in the principles of self-administration of medication and supervision of self-administration or that the youth/family/caregiver is physically or mentally unable to self-administer/administer. This documentation will be subject to scrutiny by the External Review Organization in reauthorizing services in this category.</li> <li>5. This service does <b>not</b> include the supervision of self-administration of medication.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. Qualified Medication Aides working in a Community Living Arrangement (CLA) may administer medication only in a CLA.</li> </ol>

## Medication Administration

Clinical Operations	<ol style="list-style-type: none"> <li>1. Medication administration may not be billed for the provision of single or multiple doses of medication that a consumer has the ability to self-administer, either independently or with supervision by a caregiver, either in a clinic or a community setting. In a group home/CCI setting, for example, medications may be managed by the house parents or residential care staff and kept locked up for safety reasons. Staff may hand out medication to the residents but this does not constitute administration of medication for the purposes of this definition and, like other watchful oversight and monitoring functions, are not reimbursable treatment services.</li> <li>2. If consumer/family requires training in skills needed in order to learn to manage his/her own medications and their safe self-administration and/or supervision of self-administration, this skills training service can be provided via the Community Support or Family/Group Training services in accordance with the person's individualized recovery/resiliency plan.</li> <li>3. Foster parents are eligible for CSI or Family/Group Training in the supervision of medication self-administration by youth living in their care, but agency employees, including those working in residential settings such as group homes and CCIs, are not eligible for CSI or Family/Group Training in the supervision of medication self-administration by youth in their care.</li> </ol>
Service Accessibility	<ol style="list-style-type: none"> <li>1. Medication Administration may not be provided in an Institution for Mental Diseases (IMD, e.g. state or private psychiatric hospital, psychiatric residential treatment facility or Crisis Stabilization Unit with greater than 16 beds), jail, youth development center (YDC) or prison system.</li> <li>2. This service may not be provided and billed for youth who are involuntarily detained in Regional Youth Detention Centers (RYDCs) awaiting criminal proceedings, penal dispositions, or other involuntary detainment proceedings. Any exception to this requires supporting documentation from the DJJ partners. The provider holds the risk for assuring the youth's eligibility.</li> </ol>

## Nursing Assessment and Health Services

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Nursing Assessment/Evaluation	Practitioner Level 2, In-Clinic	T1001	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	T1001	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	T1001	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	T1001	U3	U7			\$36.68
	Practitioner Level 4, In-Clinic	T1001	U4	U6			\$20.30	Practitioner Level 4, Out-of-Clinic	T1001	U4	U7			\$24.36
RN Services, up to 15 minutes	Practitioner Level 2, In-Clinic	T1002	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	T1002	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	T1002	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	T1002	U3	U7			\$36.68
LPN Services, up to 15 minutes	Practitioner Level 4, In-Clinic	T1003	U4	U6			\$20.30	Practitioner Level 4, Out-of-Clinic	T1003	U4	U7			\$24.36

## Nursing Assessment and Health Services

Health and Behavior Assessment, Face-to-Face w/ Patient, Initial Assessment	Practitioner Level 2, In-Clinic	96150	U2	U6		\$38.97	Practitioner Level 2, Out-of-Clinic	96150	U2	U7		\$46.76
	Practitioner Level 3, In-Clinic	96150	U3	U6		\$30.01	Practitioner Level 3, Out-of-Clinic	96150	U3	U7		\$36.68
	Practitioner Level 4, In-Clinic	96150	U4	U6		\$20.30	Practitioner Level 4, Out-of-Clinic	96150	U4	U7		\$24.36
Health and Behavior Assessment, Face-to-Face w/ Patient, Re-assessment	Practitioner Level 2, In-Clinic	96151	U2	U6		\$38.97	Practitioner Level 2, Out-of-Clinic	96151	U2	U7		\$46.76
	Practitioner Level 3, In-Clinic	96151	U3	U6		\$30.01	Practitioner Level 3, Out-of-Clinic	96151	U3	U7		\$36.68
	Practitioner Level 4, In-Clinic	96151	U4	U6		\$20.30	Practitioner Level 4, Out-of-Clinic	96151	U4	U7		\$24.36
Unit Value	15 minutes						Maximum Daily Units*	16 units (32 for Ambulatory Detox)				
Initial Authorization*	With the submission of MICP Registration -12 units With the submission of MICP New Episode - 60 units							Re-Authorization*	60 units			
Authorization Period	180 Days						Utilization Criteria		CAFAS scores:10-240			
Service Definition	This service requires face-to-face contact with the youth/family/caregiver to monitor, evaluate, assess, and/or carry out a physician's orders regarding the psychological and/or physical problems and general wellness of the youth. It includes: 1) Providing nursing assessments and interventions to observe, monitor and care for the physical, nutritional, behavioral health and related psychosocial issues, problems or crises manifested in the course of the youth's treatment; 2) Assessing and monitoring the youth's response to medication(s) to determine the need to continue medication and/or to determine the need to refer the youth to a physician for a medication review; 3) Assessing and monitoring a youth's medical and other health issues that are either directly related to the mental health or substance related disorder, or to the treatment of the disorder (e.g. diabetes, cardiac and/or blood pressure issues, substance withdrawal symptoms, weight gain and fluid retention, seizures, etc); 4) Consulting with the youth's family/caregiver about medical, nutritional and other health issues related to the individual's mental health or substance related issues; 5) Educating the youth and family/responsible caregiver(s) on medications and potential medication side effects (especially those which may adversely affect health such as weight gain or loss, blood pressure changes, cardiac abnormalities, development of diabetes or seizures, etc); 6) Consulting with the youth and family/caregiver (s) about the various aspects of informed consent (when prescribing occurs/APRN) 7) Training for self-administration of medication; and 8) Venipuncture required to monitor and assess mental health, substance disorders or directly related conditions, and to monitor side effects of psychotropic medications, as ordered by a Licensed Physician, Physician Assistant or Advanced Practice Nurse. 9) Providing assessment, testing, and referral for infectious diseases.											
Admission Criteria	1. Youth presents with symptoms that are likely to respond to medical/nursing interventions; <b>or</b> 2. Youth has been prescribed medications as a part of the treatment array or has a confounding medical condition.											

## Nursing Assessment and Health Services

Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Youth continues to demonstrate symptoms that are likely to respond to or are responding to medical interventions; <b>or</b></li> <li>2. Youth exhibits acute disabling conditions of sufficient severity to bring about a significant impairment in day-to-day functioning; <b>or</b></li> <li>3. Youth demonstrates progress relative to medical/medication goals identified in the Individualized Resiliency Plan, but treatment goals have not yet been achieved.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Youth no longer demonstrates symptoms that are likely to respond to or are responding to medical/nursing interventions; <b>or</b></li> <li>3. Goals of the Individualized Resiliency Plan have been substantially met; <b>or</b></li> <li>4. Youth/family requests discharge and youth is not in imminent danger of harm to self or others.</li> </ol>
Service Exclusions	Medication Administration, Opioid Maintenance
Clinical Exclusions	Routine nursing activities that are included as a part of ambulatory detoxification and medication administration/methadone administration
Required Components	<ol style="list-style-type: none"> <li>1. Nutritional assessments indicated by a youth's confounding health issues might be billed under this code (96150, 96151). No more than 8 units specific to nutritional assessments can be billed for an individual within a year. This specific assessment must be provided by a Registered Nurse or by a Licensed Dietician (LD).</li> <li>2. This service does <b>not</b> include the supervision of self-administration of medication.</li> <li>3. Each nursing contact should document the checking of vital signs (Temperature, Pulse, Blood Pressure, Respiratory Rate, and weight, if medically indicated or if related to behavioral health symptom or behavioral health medication side effect) in accordance with general psychiatric nursing practice.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. Venipuncture billed via this service must include documentation that includes canula size utilized, insertion site, number of attempts, location, and consumer tolerance of procedure.</li> <li>2. All nursing procedures must include relevant consumer-centered, family-oriented education regarding the procedure.</li> </ol>

## Pharmacy & Lab

Utilization Criteria	<u>CAFAS scores:</u> 10-240
Service Definition	Pharmacy & Lab Services include operating/purchasing services to order, package, and distribute prescription medications. It includes provision of assistance to access indigent medication programs, sample medication programs and payment for necessary medications when no other fund source is available. This service provides for appropriate lab work, such as drug screens and medication levels, to be performed. This service ensures that necessary medication/lab services are not withheld/delayed based on inability to pay
Admission Criteria	Individual has been assessed by a prescribing professional to need a psychotropic, anti-cholinergic, addiction specific, or anti-convulsant (as related to behavioral health issue) medication and/or lab work required for persons entering services, and/or monitoring medication levels.

Continuing Stay Criteria	Individual continues to meet the admission criteria as determined by the prescribing professional
Discharge Criteria	1. Individual no longer demonstrates symptoms that are likely to respond to or are responding to pharmacologic interventions; <b>or</b> 2. Individual requests discharge and individual is not imminently dangerous or under court order for this intervention.
Required Components	1. Service must be provided by a licensed pharmacy or through contract with a licensed pharmacy. 2. Agency must participate in any pharmaceutical rebate programs or pharmacy assistance programs that promote consumer access in obtaining medication. 3. Providers shall refer all consumers who have an inability to pay for medications or services to the local county offices of the Division of Family and Children Services for the purposes of determining Medicaid eligibility.
Additional Medicaid Requirements	Not a DBHDD Medicaid service. Medicaid recipients may access the general Medicaid pharmacy program as prescribed by the Department of Community Health.

## Psychiatric Treatment

Transaction Code		Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Individual Psychotherapy, insight oriented, behavior-modifying and/or supportive with medical evaluation and mgt. services.	-20-30 minutes	Practitioner Level 1, In-Clinic, Child Program	90805	HA	U1	U6		\$97.02	Practitioner Level 2, In-Clinic, Child Program	90805	HA	U2	U6		\$64.95
		Practitioner Level 1, Out-of-Clinic, Child Program	90805	HA	U1	U7		\$123.48	Practitioner Level 2, Out-of-Clinic, Child Program	90805	HA	U2	U7		\$77.93
	45-50 minutes	Practitioner Level 1, In-Clinic, Child Program	90807	HA	U1	U6		\$174.63	Practitioner Level 2, In-Clinic, Child Program	90807	HA	U2	U6		\$116.90
		Practitioner Level 1, Out-of-Clinic, Child Program	90807	HA	U1	U7		\$222.26	Practitioner Level 2, Out-of-Clinic, Child Program	90807	HA	U2	U7		\$140.28
Pharmacological Management		Practitioner Level 1, In-Clinic, Child Program	90862	HA	U1	U6		\$58.21	Practitioner Level 2, In-Clinic, Child Program	90862	HA	U2	U6		\$38.97
		Practitioner Level 1, Via interactive audio and video telecommunication systems, Child Program	90862	GT	HA	U1		\$58.21	Practitioner Level 2, Via interactive audio and video telecommunication systems, Child Program	90862	GT	HA	U2		\$38.97
		Practitioner Level 1, Out-of-Clinic,	90862	HA	U1	U7		\$74.09	Practitioner Level 2, Out-of-Clinic,	90862	HA	U2	U7		\$46.76

Psychiatric Treatment											
	Child Program						Child Program				
Unit Value	1 encounter						Maximum Daily Units*	1 unit (see Billing & Reporting below for exceptions)			
Initial Authorization*	12 units						Re-Authorization*	12 units			
Authorization Period*	180 days						Utilization Criteria	CAFAS scores: 10-240			
Service Definition	<p>The provision of specialized medical and/or psychiatric services that include, but are not limited to:</p> <ul style="list-style-type: none"><li>a. Psychotherapeutic services with medical evaluation and management including evaluation and assessment of physiological phenomena (including co-morbidity between behavioral and physical health care issues);</li><li>b. Assessment and monitoring of an individual's status in relation to treatment with medication,</li><li>c. Assessment of the appropriateness of initiating or continuing services.</li></ul> <p>Youth must receive appropriate medical interventions as prescribed and provided by a physician (or physician extender) that shall support the individualized goals of resiliency as identified by the youth/family/caregiver and their Individualized Resiliency Plan (within the parameters of the youth/family's informed consent).</p>										
Admission Criteria	<p>1. Individual is determined to be in need of psychotherapy services and has confounding medical issues which interact with behavioral health diagnosis, requiring medical oversight; <b>or</b></p> <p>2. Individual has been prescribed medications as a part of the treatment array.</p>										
Continuing Stay Criteria	<p>1. Individual continues to meet the admission criteria; <b>or</b></p> <p>2. Individual exhibits acute disabling conditions of sufficient severity to bring about a significant impairment in day-to-day functioning; <b>or</b></p> <p>3. Individual continues to present symptoms that are likely to respond to pharmacological interventions; <b>or</b></p> <p>4. Individual continues to demonstrate symptoms that are likely to respond or are responding to medical interventions; <b>or</b></p> <p>5. Individual continues to require management of pharmacological treatment in order to maintain symptom remission.</p>										
Discharge Criteria	<p>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></p> <p>2. Individual has withdrawn or been discharged from service; <b>or</b></p> <p>3. Individual no longer demonstrates symptoms that need pharmacological interventions.</p>										
Required Components	Telemedicine may be utilized for an initial Psychiatric Diagnostic Examination as well as for ongoing Psychiatric Diagnostic Examination via the use of appropriate procedure codes with the GT modifier.										
Clinical Operations	It is expected that youth and families will be treated as full partners in the treatment regimen/services planned and received. As such, it is expected that practitioners will fully discuss treatment options with youth and families and allow for individual choice when possible. Discussion of treatment options should include a full disclosure of the pros and cons of each option (e.g. full disclosure of medication/treatment regimen potential side effects, potential adverse reactions--including potential adverse reaction from not taking medication as prescribed, and expected benefits). If such full discussion/disclosure to the youth is not possible or advisable according to the clinical judgment of the practitioner, this should be documented in the youth's chart (including the specific information that was not discussed and a compelling rationale for lack of discussion/disclosure). The family/caregiver's role is an essential component of this dialogue.										
Service Accessibility	Telemedicine is the use of medical information exchanged from one site to another via electronic communications to improve a patient's health. Electronic communication means the use of interactive telecommunications equipment that includes, at a minimum, audio and video equipment permitting two-way, real time interactive communication between the patient, and the physician or practitioner at the distant site.										



## Psychiatric Treatment

Additional Medicaid Requirements	<ol style="list-style-type: none"> <li>1. The Daily maximum within a CSU for Pharmacologic Management is 1 unit/day.</li> <li>2. Even if a physician providing behavioral health treatment and care also has his/her own Medicaid number, he/she should bill this code via the approved provider agency's Medicaid number through the Medicaid Category of Service (COS) 440.</li> </ol>
Reporting and Billing Requirements	<ol style="list-style-type: none"> <li>1. Within this service group, there is an allowance for when a U2 practitioner conducts an intervention and, because of clinical indicators presenting during this intervention, a U1 practitioner needs to provide another unit due to the concern of the U2 supervisee (e.g. Physician's Assistant provides and bills 90805U2U6 and because of concerns, requests U1 intervention following his/her billing of U2 intervention). The use of this practice should be rare and will be subject to additional utilization review scrutiny.</li> <li>2. Within this service group, a second unit with a U1 modifier may be used in the event that a Telemedicine Psychiatric Treatment unit is provided and it indicates a need for a face-to-face assessment (e.g. 90862GTU1 is billed and it is clinically indicated that a face-to-face by an on-site physician needs to immediately follow based upon clinical indicators during the first intervention, then 90862U1, can also be billed in the same day).</li> </ol>

## Psychological Testing: Psychological Testing – Psycho-diagnostic assessment of emotionality, intellectual abilities, personality and psycho-pathology

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
per hour of psychologist's or physician's time, both face-to-face with the patient and time interpreting test results and preparing report)	Practitioner Level 2, In-Clinic	96101	U2	U6			155.87	Practitioner Level 2, Out-of-Clinic	96101	U2	U7			187.04
with qualified healthcare professional interpretation and report, administered by technician, per hour of technician time, face-to-face	Practitioner Level 3, In-Clinic	96102	U3	U6			120.04	Practitioner Level 4, In-Clinic	96102	U4	U6			81.18
	Practitioner Level 3, Out-of-Clinic	96102	U3	U7			146.71	Practitioner Level 4, Out-of-Clinic	96102	U4	U7			97.42
Unit Value	1 hour							Maximum Daily Units	5 units					
Initial Auth	5 units							Re-Authorization	5 units					
Authorization	180 days							Utilization Criteria	CAFAS scores: 10-240					

## Psychological Testing: Psychological Testing – Psycho-diagnostic assessment of emotionality, intellectual abilities, personality and psycho-pathology

Period	
Service Definition	<p>Psychological testing consists of a face-to-face assessment of emotional functioning, personality, cognitive functioning (e.g. thinking, attention, memory) or intellectual abilities using an objective and standardized tool that has uniform procedures for administration and scoring and utilizes normative data upon which interpretation of results is based.</p> <p>Psychological tests are only administered and interpreted by those who are properly trained in their selection and application. The practitioner administering the test ensures that the testing environment does not interfere with the performance of the examinee and ensures that the environment affords adequate protections of privacy and confidentiality.</p> <p>This service covers both the face-to-face administration of the test instrument(s) by a qualified examiner as well as the time spent by a psychologist or physician (with the proper education and training) interpreting the test results and preparing a written report.</p>
Admission Criteria	<ol style="list-style-type: none"> <li>1. A known or suspected mental illness or substance-related disorder; <b>and</b></li> <li>2. Initial screening/intake information indicates a need for additional undetermined supports and recovery/resiliency planning; <b>and</b></li> <li>3. Youth meets Core Customer eligibility.</li> </ol>
Continuing Stay Criteria	The youth's situation/functioning has changed in such a way that previous assessments are outdated.
Discharge Criteria	Each intervention is intended to be a discrete time-limited service that modifies treatment/support goals or is indicated due to change in illness/disorder.
Required Components	<ol style="list-style-type: none"> <li>1. There may be no more than one comprehensive battery of 96101 and 96102 provided to one individual within a year.</li> <li>2. There may be no more than 10 combined hours of 96101 and 96012 provided to one individual within a year.</li> </ol>
Clinical Operations	The individual consumer (and caregiver/responsible family members etc as appropriate) must actively participate in the assessment processes.
Documentation Requirements	In addition to the authorization produced through this service, documentation of clinical assessment findings from this service should also be completed and placed in the individual's chart.

## Service Plan Development

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Service Plan Development	Practitioner Level 2, In-Clinic	H0032	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	H0032	U2	U7			\$46.76

## Service Plan Development

	Practitioner Level 3, In-Clinic	H0032	U3	U6	\$30.01	Practitioner Level 3, Out-of-Clinic	H0032	U3	U7	\$36.68
	Practitioner Level 4, In-Clinic	H0032	U4	U6	\$20.30	Practitioner Level 4, Out-of-Clinic	H0032	U4	U7	\$24.36
	Practitioner Level 5, In-Clinic	H0032	U5	U6	\$15.13	Practitioner Level 5, Out-of-Clinic	H0032	U5	U7	\$18.15
Unit Value	15 minutes					Maximum Daily Units*	24 units (Combined with H0031)			
Initial Authorization*	32 units (Combined with H0031)					Re-Authorization*	32 units (Combined with H0031)			
Authorization Period*	180 days					Utilization Criteria	CAFAS scores:10-240			
Service Definition	<p>Youth/Families access this service when it has been determined through an initial screening that the youth has mental health or addictive disease concerns. The Individualized Recovery/Resiliency Plan (IRP) results from the Diagnostic and Behavioral Health Assessments and is required within the first 30 days of service, with ongoing plans completed as demanded by individual consumer need and/or by service policy.</p> <p>Information from a comprehensive assessment should ultimately be used to develop, together with the youth and/or caretakers an IRP that supports resilience and that is based on goals identified by the individual with parent(s)/responsible caregiver(s) involvement. As indicated, medical, nursing, peer, school, nutritional, etc staff should provide information from records, and various multi-disciplinary assessments for the development of the IRP.</p> <p>The cornerstone component of the youth IRP involves a discussion with the child/adolescent and parent(s)/responsible caregiver(s) regarding what resiliency means to them personally (e.g. the youth having more friends, improvement of behavioral health symptoms, staying in school, improved family relationships etc), and the development of goals (i.e. outcomes) and objectives that are defined by and meaningful to the youth based upon the individual's articulation of their recovery hopes. Concurrent with the development of the IRP, an individualized safety plan should also be developed, with the individual youth and parent(s)/responsible caregiver(s) guiding the process through the free expression of their wishes and through their assessment of the components developed for the safety plan as being realistic for them.</p> <p>The entire process should involve the youth as a full partner and should focus on service and resiliency goals/outcomes as identified by the youth and his/her family as well as collateral agencies/treatment providers/relevant individuals.</p> <p>Recovery/Resiliency planning shall set forth the course of care by:</p> <ul style="list-style-type: none"><li>• Prioritizing problems and needs;</li><li>• Stating goals which will honor achievement of stated hopes, choice, preferences and desired outcomes of the youth/family;</li><li>• Assuring goals/objectives are related to the assessment;</li><li>• Defining goals/objectives that are individualized, specific, and measurable with achievable timeframes;</li><li>• Defining discharge criteria and desired changes in levels of functioning and quality of life to objectively measure progress;</li><li>• Transition planning at onset of service delivery;</li><li>• Selecting services and interventions of the right duration, intensity, and frequency to best accomplish these objectives;</li><li>• Assuring there is a goal/objective that is consistent with the service intent; and</li><li>• Identifying qualified staff who are responsible and designated for the provision of services.</li></ul>									

## Service Plan Development

Admission Criteria	<ol style="list-style-type: none"> <li>1. A known or suspected mental illness or substance-related disorder; <b>and</b></li> <li>2. Initial screening/intake information indicates a need for additional undetermined supports and recovery/resiliency planning; <b>and</b></li> <li>3. Youth meets Core Customer eligibility.</li> </ol>
Continuing Stay Criteria	The youth's situation/functioning has changed in such a way that previous assessments are outdated.
Discharge Criteria	Each intervention is intended to be a discrete time-limited service that modifies treatment/support goals or is indicated due to change in illness/disorder.
Required Components	The service plan must include elements articulated in the Community Standards chapter in this Provider Manual.
Clinical Operations	<ol style="list-style-type: none"> <li>1. The individual consumer (and caregiver/responsible family members etc as appropriate) should actively participate in planning processes.</li> <li>2. The Individualized Resiliency Plan should be directed by the individual's/family's personal resiliency goals as defined by them.</li> <li>3. Safety/crisis planning should be directed by the youth/family and their needs/wishes to the extent possible and clinically appropriate. Plans should not contain elements/components that are not agreeable to, meaningful for, or realistic for the youth/family and that the youth/family is therefore not likely to follow through with.</li> <li>4. The Multipurpose Informational Consumer Profile (MCP) format for treatment planning does not meet the requirements for a comprehensive IRP and should not be used as such. Detailed guidelines for treatment planning are contained in the "Community Standards" in this Provider Manual and must be adhered to.</li> <li>5. For youth at or above age 17 who may need long-term behavioral health supports, plan elements should include transitional elements related to post-primary education, adult services, employment (supported or otherwise), and other transitional approaches to adulthood.</li> </ol>

## CHILD & ADOLESCENT SPECIALTY SERVICES

### Behavioral Assistance

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Behavioral Assistance	Therapeutic Behavioral Services, Per 15 minutes	H2019					\$11.31	Therapeutic Behavioral Services, Per 15 minutes, In School	H2019	IS				\$11.31
	Therapeutic Behavioral Services, Per 15 minutes, Group	H2019	HQ				\$2.83							
Unit Value	15 minutes							Maximum Daily Units	96 units (32 units if receiving this service in a group setting/HQ or in a school setting/IS)					
Initial Authorization	320 units							Re-Authorization	320 units					
Authorization Period	180 days							Utilization Criteria	CAFAS scores: 100-130					
Service Definition	<p>Behavioral Assistance is provided by Core or IFI providers and is designed to support youth/families in meeting behavioral goals in various community settings. Behavioral Assistance is targeted for youth who are at risk of out-of-home placement or who have returned home from residential placement and need flexible wrap-around supports to ensure safety and to support community integration. Behavioral Assistants aid the family in implementing safety plans and behavior management plans when youth are at risk for offending behaviors, aggression, and oppositional defiance. The service must be tied to specific treatment goals and be developed in coordination with the youth and family.</p> <p>Behavioral Assistants provide support to youth and their families during periods when behaviors have been typically problematic, such as during morning preparation for school, at bedtime, after school or other times when there is evidence of a pattern of an escalation of problem behaviors. Behavior Assistance can be provided during times when a youth is transitioning from a PRTF, residential program, hospital or CSU and the family needs hands on support. It may be provided in school classrooms or on school busses for short periods of time to help a youth's transition from hospitals and residential settings but is not intended as a permanent solution to problem behaviors at school.</p> <p>Behavioral Assistance provides the youth and family support in a variety of environments, i.e., the home, community, and after school recreation programs. The service cannot be utilized to supplant parental supervision or as a substitute for routine child-care. It may include time spent transporting a youth to an activity but will not allow for reimbursement for staff members to travel when the youth is not in the vehicle.</p> <p>Behavioral Assistants work closely with the treatment team, attending clinical and supervision meetings, and work in a collaborative way with family members.</p>													
Admission Criteria	<ol style="list-style-type: none"><li>1. Children and adolescents who meet the target population and core services definition; and</li><li>2. Children and adolescents with multi-agency involvement; or</li><li>3. Children and adolescents at risk of going into residential support or detention; or</li><li>4. Children and adolescents and family need support and assistance in implementing a community safety plan; or</li><li>5. Children and adolescents and family need additional supports during a crisis period in order to be safely maintained in the home during periods of stabilization; or</li><li>6. Children and adolescents have behavioral challenges that require direct supervision in order to access community activities; or</li></ol>													

## Behavioral Assistance

	7. Children and adolescents who are transitioning from hospitals, residential settings, PRTFs, or CSUs.
Continuing Stay Criteria	Individual continues to meet the admission criteria.
Discharge Criteria	<ol style="list-style-type: none"> <li>1. No longer meets admission criteria, and</li> <li>2. Consumer is no longer at risk for out of home placement, and/or</li> <li>3. Family has skills to support the child without assistance, or</li> <li>4. Consumer or family/guardian requests discharge from service, or;</li> <li>5. Consumer requires a more intensive level of supports than are available through this service</li> </ol>
Service Exclusions	<p>Individuals receiving services in PRTF or those served through CMOs or other insurance plans.</p> <p>This service cannot be used to supplant services provided through other funding mechanisms or through other agencies.</p> <p>Behavioral Assistance may not be used to supplant other services, such as Community Support or Intensive Family Intervention.</p>
Required Components	<ol style="list-style-type: none"> <li>1. In any review of this service, the mix of services to support the consumer will be important. A combination of other therapeutic services such as CSI, individual, group, or family therapy or training is allowed.</li> <li>2. Behavioral Assistance is typically provided one-to-one; however, small groups up to 4 consumers to 1 staff member may occasionally participate together in community events, such as a special recreational event or an outing to a restaurant, museum, or park.</li> <li>3. Collaboration between family, Behavioral Assistants and the treatment team regarding activities, interventions, and service components is an on-going process.</li> <li>4. The family's cultural, religious, and social preferences are considered in the development and implementation of any service plan.</li> <li>5. The family's scheduling needs are emphatically considered in the provision of this service.</li> <li>6. Behavioral Assistants respect the privacy, routines, and authority of the parent/caregiver, unless there is a suspicion of abuse, or neglect which must be reported as defined by agency policy.</li> <li>7. Only Core or IFI providers may deliver this service.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. Bachelor's degree in a related field; or</li> <li>2. Associate's degree with 1 year direct experience working with children or adolescents in a behavioral health setting; or</li> <li>3. High School Diploma and 3 years direct experience working with children or adolescents in a behavioral health setting; and</li> <li>4. Ability to communicate effectively with the family and consumer according to the intervention plan;</li> <li>5. Ability to communicate effectively in writing to prepare correspondence, reports, and progress notes; and</li> <li>6. Behavioral Assistants must be supervised by a LCSW, LMSW, LPC, LAPC, LMFT, LAMFT, or Licensed Clinical Psychologist.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. Individualized behavioral support services must be related to the goals and objectives on the IRP. The Behavioral Assistant must engage in purposeful, goal related visits in the consumer's home or other community setting.</li> <li>2. Behavioral Assistants must attend clinical meetings related to a consumer's treatment needs.</li> <li>3. Parents/caregivers are partners with the Behavioral Assistant. The Behavioral Assistant does not relieve the family of parental responsibility or decision-making.</li> <li>4. Children and Adolescents receiving this service are also enrolled in Core Services and/or IFI services.</li> <li>5. The service may be used as an adjunct to CSI or IFI when a clear and distinct behavioral challenge has been identified that threatens to disrupt the child's ability to live in the community or participate in school and community life. This service may be utilized in conjunction with CSI or IFI when the need for supervision, support and positive role modeling has been demonstrated in addition to the skills training offered by CSI or the clinical services and family training provided by IFI teams. IFI services require a specific team composition dedicated to the IFI team; therefore, a staff member who provides IFI services may not also provide Behavioral</li> </ol>

## Behavioral Assistance

	Assistance.
Service Accessibility	<ol style="list-style-type: none"> <li>Behavioral Assistance is available during the day, evening, weekends, and holidays.</li> <li>Hours are determined by the specific needs of the youth and family and reflected on the IRP.</li> <li>The Behavioral Assistants have flexible schedules in response to individualized consumer and family needs and must be planned with the youth/family.</li> </ol>
Additional Medicaid Requirements	This is not a Medicaid reimbursable service; Non-CMO Medicaid recipients may receive this service, if medically necessary, but it shall be billed via encounter to the DBHDD.
Reporting and Billing Requirements	<ol style="list-style-type: none"> <li>See <b>Additional Medicaid Requirements</b> above.</li> <li>CSI and Behavioral Assistance may be provided by a single staff member at different times, according to the type of service that is provided. For example, when a CSI staff member is training a child to follow a reward system as part of a behavior plan, CSI would be billed. However, if a child's behavior is being monitored as part of a behavioral plan and no direct skills training occurs, Behavioral Assistance would be billed.</li> </ol>
Documentation Requirements	<ol style="list-style-type: none"> <li>As with all interventions, this intervention must be documented on the IRP and must be tied to a treatment goal. There must be a weekly summary note indicating progress towards IRP goals. In addition, a daily attendance log that captures the amount of time each consumer spent in the program and supports billing must be maintained. Any unusual or significant events must be documented and communicated to the program supervisor on the day of the occurrence. A current schedule of activities must be posted or shared with families/youth.</li> </ol>

## Community Based Inpatient Psychiatric & Substance Detoxification

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Psychiatric Health Facility Service, Per Diem		H2013												
Unit Value	Per Diem							Maximum Daily Units	1 unit					
Initial Authorization	5 days							Re-Authorization	3 days					
Authorization Period	5 days							Utilization Criteria	CAFAS scores:190-240:					
Service Definition	A short-term stay in a licensed and accredited community-based hospital for the treatment or rehabilitation of a psychiatric and/or substance related disorder. Services are of short duration and provide treatment for an acute psychiatric or behavioral episode. For clinically appropriate transitional age youth, this service may also include Medically Managed Inpatient Detoxification at ASAM Level IV-D.													



Admission Criteria	<ol style="list-style-type: none"> <li>1. Youth with SED that is experiencing serious impairment; persistent, recurrent, severe, or major symptoms (such as psychoses); or who is experiencing major suicidal, homicidal or high risk tendencies as a result of the mental illness; or</li> <li>2. Youth's need is assessed for 24/7 supports which must be one-on-one and may not be met by any service array which is available in the community; or</li> <li>3. Youth is assessed as meeting diagnostic criteria for a Substance Related Disorder according to the latest version of the DSM; and one or more of the following: <ol style="list-style-type: none"> <li>A. Youth is experiencing signs of severe withdrawal, or there is evidence (based on history of substance intake, age, gender, withdrawal history, present symptoms, physical condition, and/or emotional/behavioral condition) that severe withdrawal syndrome is imminent; or</li> <li>B. Level IV-D is the only available level of service that can provide the medical support and comfort needed by the youth, as evidenced by: <ol style="list-style-type: none"> <li>i. A detoxification regimen or Youth's response to that regimen that requires monitoring or intervention more frequently than hourly, or</li> <li>ii. The youth's need for detoxification or stabilization while pregnant, until she can be safely treated in a less intensive service.</li> </ol> </li> </ol> </li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Youth continues to meet admission criteria; and</li> <li>2. Youth's withdrawal signs and symptoms are not sufficiently resolved to the extent that they can be safely managed in less intensive services;</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; and one or more of the following:</li> <li>2. Youth no longer meets admission and continued stay criteria; or</li> <li>3. Family requests discharge and youth is not imminently dangerous to self or others; or</li> <li>4. Transfer to another service/level of care is warranted by change in the individual's condition; or</li> <li>5. Individual requires services not available in this level of care.</li> </ol>
Service Exclusions	This service may not be provided simultaneously to any other service in the service array excepting short-term access to services that provide continuity of care or support planning for discharge from this service.
Clinical Exclusions	Youths with any of the following unless there is clearly documented evidence of an acute psychiatric/addiction episode overlaying the primary diagnosis: Autism, Mental Retardation/Developmental Disabilities, Organic Mental Disorder; or Traumatic Brain Injury
Required Components	<ol style="list-style-type: none"> <li>1. If providing detoxification services, the program must be licensed by DCH/HFR under the Rules and Regulations for Drug Abuse Treatment Programs, 290-4-2 OR is licensed as a hospital/specialty hospital.</li> <li>2. A physician's order in the individual's record is required to initiate detoxification services. Verbal orders or those initiated by a Physician's Assistant or Clinical Nurse Specialist are acceptable provided they are signed by the physician within 24 hours or the next working day.</li> </ol>
Staffing Requirements	Only nursing or other licensed medical staff under supervision of a physician may provide detoxification services.

### Crisis Stabilization Unit (CSU) Services

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Behavioral Health; Short-term Residential (Non-Hospital)		H0018	HA	U2			209.22							

## Crisis Stabilization Unit (CSU) Services

Residential Treatment Program Without Room & Board, Per Diem)							
Behavioral Health; Short-term Residential (Non-Hospital Residential Treatment Program Without Room & Board, Per Diem)		H0018	HA	TB	U2	209.22	
Unit Value	1 day					Maximum Daily Units	1 unit
Initial Authorization	20 units					Utilization Criteria	CAFAS scores: 140-240; <b>OR</b> "clinical information to justify the service provided in the "justification text" on the MICP if CAFAS scores are higher/lower.
Authorization Period	20 days						
Service Definition	This is a residential alternative to or diversion from inpatient hospitalization, offering psychiatric stabilization and detoxification services. The program provides medically monitored residential services for the purpose of providing psychiatric stabilization and substance detoxification services on a short-term basis. Specific services may include: 1) Psychiatric medical assessment; 2) Crisis assessment, support and intervention; 3) Medically Monitored Residential Substance Detoxification (at ASAM Level III.7-D). 4) Medication administration, management and monitoring; 5) Brief individual, group and/or family counseling; and 6) Linkage to other services as needed.						
Admission Criteria	1. Treatment at a lower level of care has been attempted or given serious consideration; <b>and #2 and/or #3 are met:</b> 2. Child/Youth has a known or suspected illness/disorder in keeping with target populations listed above; <b>or</b> 3. Child/Youth is experiencing a severe situational crisis which has significantly compromised safety and/or functioning; <b>and one or more of the following:</b> a. Child/Youth presents a substantial risk of harm or risk to self, others, and/or property or is so unable to care for his or her own physical health and safety as to create a life-endangering crisis. Risk may range from mild to imminent; <b>or</b> b. Child/Youth has insufficient or severely limited resources or skills necessary to cope with the immediate crisis; <b>or</b> c. Child/youth demonstrates lack of judgment and/or impulse control and/or cognitive/perceptual abilities to manage the crisis; <b>or</b> d. For detoxification services, individual meets admission criteria for Medically Monitored Residential Detoxification.						

## Crisis Stabilization Unit (CSU) Services

Continuing Stay Criteria	This service may be utilized at various points in the child's course of treatment and recovery; however, each intervention is intended to be a discrete time-limited service that stabilizes the individual
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Youth no longer meets admission guidelines requirements; <b>or</b></li> <li>2. Crisis situation is resolved and an adequate continuing care plan has been established; <b>or</b></li> <li>3. Youth does not stabilize within the evaluation period and must be transferred to a higher intensity service.</li> </ol>
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Youth is not in crisis.</li> <li>2. Youth does not present a risk of harm to self or others or is able to care for his/her physical health and safety.</li> <li>3. Severity of clinical issues precludes provision of services at this level of intensity.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. CSUs providing medically monitored short-term residential psychiatric stabilization and detoxification services shall be designated by the Department as both an emergency receiving facility and an evaluation facility and must be surveyed and licensed by the DBHDD.</li> <li>2. In addition to all service qualifications specified in this document, providers of this service must adhere to the DBHDD Rules and Regulations for Children and Adolescent Crisis Stabilization Units, Chapter 82-4-1</li> <li>3. The maximum length of stay in a crisis bed is 14 adjusted days (excluding Saturdays, Sundays and state holidays) for children and adolescents.</li> <li>4. The maximum length of stay in crisis AND transitional beds combined is 29 adjusted calendar days (excluding Saturdays, Sundays and state holidays).</li> <li>5. Youth occupying transitional beds must receive services from outside the CSU (i.e. community-based services) on a daily basis.</li> <li>6. Services must be provided in a facility designated as an emergency receiving and evaluation facility that is not also an inpatient hospital, a freestanding Institute for Mental Disease (IMD), or a licensed substance abuse detoxification facility.</li> <li>7. A CSU must have documented operating agreements and referral mechanisms for psychiatric disorders, addictive disorders, and physical healthcare needs that are beyond the scope of the CSU and that require inpatient treatment. Operating agreements must delineate the type and level of service to be provided by the private or public inpatient hospital or treatment facility. These agreements must specifically address the criteria and procedures for transferring the youth to a designated treatment facility when the CPS is unable to stabilize the youth.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. A physician or a staff member under the supervision of a physician, practicing within the scope of State law, must provide CSU Services.</li> <li>2. All services provided within the CPS must be delivered under the direction of a physician. A physician must conduct an assessment of new admissions, address issues of care, and write orders as required.</li> <li>3. A CSU must employ a fulltime Nursing Administrator who is a Registered Nurse.</li> <li>4. A CSU must have a Registered Nurse present at the facility at all times.</li> <li>5. Staff-to-client ratios must be established based on the stabilization needs of clients being served and in accordance with the aforementioned Rules and Regulations.</li> <li>6. Functions performed by Physician Assistants, Nurse Practitioners, Clinical Nurse Specialists, Registered Nurses, and Licensed Practical Nurses must be performed within the scope of practice allowed by State law and Professional Practice Acts.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. A physician must evaluate a child/youth referred to a CSU within 24 hours of the referral.</li> <li>2. A CSU must follow the seclusion and restraint procedures included in the Department's Rules and Regulations for Crisis Stabilization Units.</li> <li>3. For youth with co-occurring diagnoses including mental retardation/developmental disabilities, this service must target the symptoms, manifestations, and skills-development related to the identified behavioral health issue.</li> <li>4. Youth served in transitional beds may access an array of community-based services in preparation for their transition out of the CSU, and are expected to engage in community-based services daily while in a transitional bed.</li> </ol>

## Crisis Stabilization Unit (CSU) Services

Additional Medicaid Requirements	<ol style="list-style-type: none"> <li>1. Crisis Stabilization Units with 16 beds or less should bill individual/discrete services for Medicaid recipients.</li> <li>2. The individual services listed below may be billed up to the daily maximum listed when provided in a CSU. Billable services and daily limits within CSUs are as follows: <table border="1" data-bbox="529 298 1799 600"> <thead> <tr> <th>Service</th><th>Daily Maximum Billable Units</th></tr> </thead> <tbody> <tr> <td>Crisis Intervention</td><td>8 units</td></tr> <tr> <td>Diagnostic Assessment</td><td>2 units</td></tr> <tr> <td>Psychiatric Treatment</td><td>1 unit (Pharmacological Mgmt only)</td></tr> <tr> <td>Nursing Assessment and Care</td><td>5 units</td></tr> <tr> <td>Medication Administration</td><td>1 unit</td></tr> <tr> <td>Group Training/Counseling</td><td>4 units</td></tr> <tr> <td>Beh Health Assmnt &amp; Serv. Plan Devel.</td><td>24 units</td></tr> <tr> <td>Medication Administration</td><td>1 unit</td></tr> </tbody> </table> </li> <li>3. Medicaid claims for the services in E.2. above may <b>not</b> be billed for any service provided to Medicaid-eligible individuals in CSUs with greater than 16 beds.</li> </ol>	Service	Daily Maximum Billable Units	Crisis Intervention	8 units	Diagnostic Assessment	2 units	Psychiatric Treatment	1 unit (Pharmacological Mgmt only)	Nursing Assessment and Care	5 units	Medication Administration	1 unit	Group Training/Counseling	4 units	Beh Health Assmnt & Serv. Plan Devel.	24 units	Medication Administration	1 unit
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Reporting and Billing Requirements	<ol style="list-style-type: none"> <li>1. Providers must report information on all consumers served in CSUs no matter the funding source: <ol style="list-style-type: none"> <li>a. The CSU shall submit MICPs for all individuals served (state-funded, Medicaid funded, private pay, other third party payor, etc);</li> <li>b. The CSU shall submit per diem encounters (H0018HAU2 or H0018HATBU2) for all individuals served (state-funded, Medicaid funded, private pay, other third party payor, etc) even if sub-parts cited in E.2 above are also billed as a claim to Medicaid;</li> <li>c. Providers must designate either CSU bed use or transitional bed use in encounter submissions through the absence of or use of the TB modifier. TB represents "Transitional Bed."</li> </ol> </li> <li>2. Unlike all other DBHDD residential services, the start date of a CSU span encounter submission may be in one month and the end date may be in the next. The span of reporting must cover continuous days of service and the number of units must equal the days in the span.</li> </ol>																		
Documentation Requirements	<ol style="list-style-type: none"> <li>1. In order to report a per diem encounter, the consumer must have participated in the program for a minimum of 8 hours in the identified 12:00AM to 11:59PM day.</li> <li>2. For individuals transferred to transitional beds, the date of transfer must be documented in a progress note and filed in the individual's chart.</li> <li>3. Daily engagement in community-based services must also be documented in progress notes for those occupying transitional beds.</li> <li>4. The notes for the program must have documentation to support the per diem AND, if the program bills sub-parts to Medicaid (in accordance with <b>Additional Medicaid Requirements</b> above), each discrete service delivered must have documentation to support that sub-billable code (e.g. Group is provided for 1 hour, Group is billed for 1 hour, Group note is for 4 units at the 15 minute rate and meets all the necessary components of documentation for that sub-code).</li> </ol>																		

## Intensive Family Intervention

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Intensive Family Intervention	Practitioner Level 3, In-Clinic	H0036	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	H0036	U3	U7			\$41.26
	Practitioner Level 4, In-Clinic	H0036	U4	U6			\$22.14	Practitioner Level 4, Out-of-Clinic	H0036	U4	U7			\$27.06
	Practitioner Level 5, In-Clinic	H0036	U5	U6			\$16.50	Practitioner Level 5, Out-of-Clinic	H0036	U5	U7			\$20.17
Unit Value	15 minutes							Maximum Daily Units	48 Units is the standard maximum					
Initial Authorization	288 units								Re-Authorization	288 units				
Authorization Period	90 days							Utilization Criteria	<u>Available to those with CAFAS scores:</u> 100-240					
Service Definition	<p>A service intended to improve family functioning by clinically stabilizing the living arrangement, promoting reunification or preventing the utilization of out of home therapeutic venues (i.e. psychiatric hospital, therapeutic foster care, psychiatric residential treatment facilities, or therapeutic residential intervention services) for the identified youth. Services are delivered utilizing a team approach and are provided primarily to youth in their living arrangement and within the family system. Services promote a family-based focus in order to:</p> <ul style="list-style-type: none"><li>Defuse the current behavioral health crisis, evaluate its nature and intervene to reduce the likelihood of a recurrence;</li><li>Ensure linkage to needed community services and resources; and</li><li>Improve the individual child's/adolescent's ability to self-recognize and self-manage behavioral health issues, as well as the parents'/responsible caregivers' capacity to care for their children.</li></ul> <p>Services should include crisis intervention, intensive supporting resources management, individual and/or family counseling/training, and other rehabilitative supports to prevent the need for out-of-home placement or other more intensive/restrictive services. Services are based upon a comprehensive, individualized assessment and are directed towards the identified youth and his or her behavioral health needs/strengths and goals as identified in the Individualized Resiliency Plan.</p> <p>Services shall also include resource coordination/acquisition to achieve the youth's and their family's' goals and aspirations of self-sufficiency, resiliency, permanency, and community integration.</p>													
Admission Criteria	<ol style="list-style-type: none"><li>Youth has a diagnosis and duration of symptoms which classify the illness as SED (youth with SED have a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet DSM diagnostic criteria and results in a functional impairment which substantially interferes with or limits the child's role or functioning in the family, school, or community activities) and/or is diagnosed with a Substance Related Disorder; <b>and one or more of the following:</b></li><li>Youth has received documented services through other services such as Core Services and exhausted less intensive out-patient programs. Treatment at a lower intensity has been attempted or given serious consideration, but the risk factors for out-of-home placement are compelling (see item G.1. below); The less intensive services previously provided must be documented in the clinical record (even if it via by self-report of the youth and family). <b>or</b></li><li>Youth and/or family has insufficient or severely limited resources or skills necessary to cope with an immediate behavioral health crisis; <b>or</b></li><li>Youth and/or family behavioral health issues are unmanageable in traditional outpatient treatment and require intensive, coordinated clinical and supportive intervention; <b>or</b></li></ol>													

## Intensive Family Intervention

	<ol style="list-style-type: none"> <li>Because of behavioral health issues, the youth is at immediate risk of out-of-home placement or is currently in out-of-home placement (non-institutional-See D.3. and D.4. below) and reunification is imminent (therefore, intensive work needs to begin with the youth and family regarding the youth's treatment goals); <b>or</b></li> <li>Because of behavioral health issues, the youth is at immediate risk of legal system intervention or is currently involved with DJJ for behaviors/issues related to SED and/or the Substance-related disorder</li> </ol>
Continuing Stay Criteria	Same as above.
Discharge Criteria	<ol style="list-style-type: none"> <li>An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>Youth no longer meets the admission criteria; <b>or</b></li> <li>Goals of the Individualized Resiliency Plan have been substantially met; <b>or</b></li> <li>Individual and family request discharge, and the individual is not imminently dangerous; <b>or</b></li> <li>Transfer to another service is warranted by change in the individual's condition; <b>or</b></li> <li>Individual requires services not available within this service.</li> </ol>
Service Exclusions	<ol style="list-style-type: none"> <li>Not offered in conjunction with Individual Counseling, Family Counseling/Training, Crisis Intervention Services, and/or Crisis Stabilization Unit, PRTF, or inpatient hospitalization.</li> <li>Community Support may be used for transition/continuity of care.</li> <li>This service may not be provided to youth who reside in a congregate setting in which the caregivers are paid (such as group homes, child caring institutions, intensive residential treatment facilities, or any other living environment that is not comprised of family, guardians, or other more permanent caregivers). A short-term exception would be if the youth were preparing for transition back to a single-family unit, the family member is present during the intervention, and the service is directed to supporting the unification/reunification of the youth and his/her identified family/caregiver and takes place in that home and community.</li> <li>The billable activities of IFI <b>do not</b> include: <ol style="list-style-type: none"> <li>Transportation</li> <li>Observation/Monitoring</li> <li>Tutoring/Homework Completion</li> <li>Diversions Activities (i.e. activities without therapeutic value)</li> </ol> </li> </ol>
Clinical Exclusions	<ol style="list-style-type: none"> <li>Youth with any of the following unless there is clearly documented evidence of an acute psychiatric/addiction episode overlaying the primary diagnosis: Autism Spectrum Disorders including Asperger's Disorder, Mental Retardation/Developmental Disabilities, Organic Mental Disorder; or Traumatic Brain Injury</li> <li>Youth can effectively and safely be treated at a lower intensity of service. This service may not be used in lieu of family preservation and post-adoption services for youth who do not meet the admission criteria for IFI.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>The organization has procedures/protocols for emergency/crisis situations that describe methods for intervention when youth require psychiatric hospitalization.</li> <li>Each IFI provider must have policies and procedures governing the provision of outreach services, including methods for protecting the safety of staff that engage in outreach activities.</li> <li>The organization must have an Intensive Family Intervention Organizational Plan that addresses the description of: <ul style="list-style-type: none"> <li>Particular evidence-based family preservation, resource coordination, crisis intervention and wraparound service models utilized (MST, DBT, MDFT, etc), types of intervention practiced. The organization must show documentation that each staff member is trained in the model for in-home treatment (i.e., certification, ongoing supervision provided by the training entity, documentation of annual training in the model).</li> <li>The organization must have demonstrable evidence that they are working towards fidelity to the model that they have chosen (via internal Quality Assurance documentation, staff training documentation, etc). There should not be an eclectic approach to utilizing models. Fidelity to the chosen model is the expectation</li> </ul> </li> </ol>

## Intensive Family Intervention

	<p>for each IFI team. If an agency chooses to develop a plan which incorporates more than one evidenced-based model within the organization, there must be a particular evidenced-based model chosen for each IFI team (e.g. an agency administers 3 teams, 2 which will adhere to one model, one to another model). Documentation of training for each staff person on the evidenced-based in-home model they will be utilizing in the provision of services should exist in their personnel files. Some models do not have the stringent staffing requirements that this service requires. The expectation is that staffing patterns in accordance with the specific model used are in compliance with staffing requirements noted in this service definition,</p> <ul style="list-style-type: none"> <li>• Hours of operation, the staff assigned, and types of services provided to consumers, families, parents, and/or guardians,</li> <li>• How the plan for services is modified or adjusted to meet the needs specified in each Individualized Resiliency Plan, and</li> </ul> <ol style="list-style-type: none"> <li>4. At least 60% of service units must be provided face-to-face with youth and their families and 80% of all face-to-face service units must be delivered in non-clinic settings over the authorization period.</li> <li>5. At least 50% of IFI face-to-face units must include the identified youth. However, when the child is not included in the face-to-face contacts, the focus of the contacts must remain on the child and their goals as identified on their IRP.</li> <li>6. Documentation of how the team works with the family and other agencies/support systems (such as LIPTs, provider agencies, etc) to build a clinically oriented transition and discharge plan is required and should be documented in the clinical record of the consumer.</li> <li>7. IFI is an individual intervention and may not be provided or billed for more than 1 youth at the same time (including siblings); however, youth participating in an IFI program may receive group skills training and/or group counseling in keeping with his/her individual recovery plan. Siblings who are each authorized to receive IFI must receive individualized services, but family interventions can be done jointly, with only one bill being submitted to the payor (For example, Sibling 1 and Sibling 2 are being seen for 2 units with the parents. Sibling 1 and Sibling 2 each have the documentation in both records, but only one claim for 2 units of reimbursement may be submitted to the payor source.)</li> <li>8. IFI is intended to be provided to youth/families in their living arrangement. Services provided in school settings are allowable up to 3 hours/week as a general rule and the clinical record shall include documentation of partnership with the school. Exceptions to this 3 hours/week should be documented to include approval by the IFI Team Leader of clinical need (CAFAS scores, recent discharge from inpatient hospitalization, PRTF, CSU, etc.). The record should indicate why a specific intervention took place in the school during school hours instead of after school in the home or community. Youth receiving this service must never be taken out of the classroom for the convenience of the service provider. IFI should not supplant what schools must provide for support of a child based on the IEP.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. Intensive Family Intervention is provided by a team consisting of the family and the following practitioners: <ul style="list-style-type: none"> <li>• One fulltime Team Leader who is licensed (and/or certified as a CAC II if the target population is solely diagnosed with substance related disorders) by the State of Georgia under the Practice Acts and has at least 3 years of experience working with children with severe emotional disturbances. LAMFT, LMSW, LAPC staff do not qualify for this position. The team leader must be actively engaged in the provision of the IFI service in the following manner: <ol style="list-style-type: none"> <li>a) convene, at least weekly, team meetings that serve as the way to staff a child with the team, perform case reviews, team planning, and to provide for the team supervision and coordination of treatment/supports between and among team members. When a specific plan for a specific youth results from this meeting, there shall be an administrative note made in the youth's clinical record. In addition, there should exist a log of meeting minutes from this weekly team meeting that documents team supervision. In essence, there should be two documentation processes for these meetings: one child specific in the clinical record, and the other a log of meeting minutes for each team meeting that summarizes the team supervision process. This supervision and team meeting process is not a separately-billable activity, but the cost is accounted for within the rate methodology and supports the team approach to treatment. Weekly time for group supervision and case review is scheduled and protected.</li> <li>b) meet at least twice a month with families face-to-face or more often as clinically indicated.</li> <li>c) provide weekly, individual, clinical supervision to each IFI team member (outside of the weekly team meeting) for all services provided by that member of the IFI team. The individual supervision process is to be one-on-one supervision, documented in a log, with appropriate precautions for consumer</li> </ol> </li> </ul> </li> </ol>



## Intensive Family Intervention

- confidentiality and indicating date/time of supervision, issues addressed, and placed in the personnel file for the identified IFI team staff.
- d) be dedicated to a single IFI team ("Dedicated" means that the team leader works with only one team at least 32 hours/week [up to 40 hours/week] and is a full-time employee of the agency [not a subcontractor/1099 employee]). The Team Leader is available 24/7 to IFI staff for emergency consultation/supervision.
    - Two to three fulltime equivalent paraprofessionals who work under the supervision of the Team Leader.
    - The team may also include an additional mental health professional, substance abuse professional or paraprofessional. The additional staff may be used .25 percent between 4 teams.
  2. To facilitate access for those families who require it, the specialty IFI providers must have access to psychiatric and psychological services, as provided by a Physician, Psychiatrist or a Licensed Psychologist (via contract or referral agreement). These contracts/agreements must be kept in the agency's administrative files and be available for review.
  3. Practitioners providing this service are expected to maintain knowledge/skills regarding current research trends in best/evidence based practices. Some examples of best/evidence based practice are multi-systemic therapy, multidimensional family therapy, dialectic behavioral therapy and others as appropriate to the child, family and issues to be addressed. Their personnel files must indicate documentation of training and/or certification in the evidenced-based model chosen by the organization. There shall be training documentation indicating the evidenced-based in-home practice model each particular staff person will be utilizing in the provision of services.
  4. The IFI Team's family-to-staff ratio must not exceed 12 families for teams with two paraprofessional, and 16 families for teams with three paraprofessionals (which is the maximum limit which shall not be exceeded at any given time). The staff-to-family ratio takes into consideration evening and weekend hours, needs of special populations, and geographic areas to be covered.
  5. Documentation must demonstrate that at least 2 team members (one of whom must be licensed/credentialed) are providing IFI services in the support of each consumer served by the team in each month of service. One of these team members must be appropriately licensed/credentialed to provide the professional counseling and treatment modalities/interventions needed by the consumer and must provide these modalities/interventions as clinically appropriate according to the needs of the youth.
  6. It is critical that IFI team members are fully engaged participants in the supports of the served individuals. To that end, no more than 50% of staff can be "contracted"/1099 team members. Team members must work for only one IFI organization at a time and cannot be providing this service when they are a member of another team because they cannot be available as directed by families need or for consumer crises while providing on-call services for another program.
  7. When a team is newly starting, there may be a period when the team does not have a "critical mass" of individuals to serve. During this time, a short-term waiver may be granted to the agency's team by the DBHDD Regional Coordinator/s for the counties served. The waiver request may address the part-time nature of a team leader and the paraprofessionals serving less than consumer-load capacity. For example, a team may only start by serving 4-6 families (versus full capacity 12-16 families) and therefore could request to have the team leader serve ½ time and a single paraprofessional. A waiver of this nature will not be granted for any time greater than 6 months. The waiver request to a Regional Coordinator must include:
    - (a) the agency's plan for building consumer capacity (not to exceed 6 months)
    - (b) the agency's corresponding plan for building staff capacity which shall be directly correlated to the item above

The Regional Coordinator has the authority to approve these short-term waivers and must copy APS Healthcare on its approval and/or denial of these waiver requests. No extension on these waivers will be granted.
  8. It is understood that there may be periodic turn-over in the Team Leader position; however, the service fails to meet model-integrity in the absence of a licensed/credentialed professional to provide supervision, therapy, oversight of Individualized Recovery/Resiliency Plans, and team coordination. Understanding this scenario, an IFI team who loses a Team Leader must provide the critical functions articulated via one of the following means:

## Intensive Family Intervention

- Documentation that there is a temporary contract for Team Leader who meets the Team Leader qualifications; or
- Documentation that there is another fully licensed/credentialed professional who meets the Team Leader qualifications and is currently on the team providing the Team Leader functions temporarily (this would reduce the team staff to either 2 or 3 members based on the numbers of families served by the team); or
- Documentation that there is another fully licensed/credentialed professional who meets the Team Leader qualifications and is currently employed by the agency providing the Team Leader functions temporarily (this professional would devote a minimum of 15-20 hours/week to supervision, therapy, oversight of Individualized Recovery/Resiliency Plans, and team coordination); or
- Documentation that there is an associate-licensed professional who could work full-time dedicated to therapy, oversight of Individualized Recovery/Resiliency Plans, and team coordination with a fully licensed/credentialed professional supporting the team for 5 hours/week for clinical supervision.

For this to be allowed, the agency must be able to provide documentation that recruitment is underway. Aggressive recruitment shall be evidenced by documentation in administrative files of position advertising. In the event that a position cannot be filled within 60 days OR in the event that there is no ability to provide the coverage articulated in this item (B.8.), there shall be notification to the State DBHDD Office and the Regional Coordinator of the intent to cease billing for the IFI service.

9. IFI providers may not share contracted team members with other IFI agencies. Staff may not work part-time for one agency and part-time with another agency due to the need for staff availability in accord with the specific needs, requirements, and requests of the families served. Team members must be dedicated to each specific team to ensure intensity, consistency, and continuity for the consumers served.

### Clinical Operations

1. In-home services include consultation with the individual, parents, or other caregivers regarding medications, behavior management skills, and dealing with the responses of the individual, other caregivers and family members, and coordinating with other child-serving treatment providers.
2. Individuals receiving this service must have a qualifying and verified diagnosis present in the medical record prior to the initiation of services. The verified diagnosis must be given by persons identified in O.C.G.A Practice Acts as qualified to provide a diagnosis. These practitioners include a licensed psychologist, a physician or a PA or APRN (NP and CNS-PMH) working in conjunction with a physician with an approved job description or protocol.
3. The Individualized Resiliency Plan must be individualized, strengths-based, and not developed from a template used for other consumers and their families. Team services are individually designed for each family, in full partnership with the family, to minimize intrusion and maximize independence.
4. IFI must be provided through a team approach (as evidenced in documentation) and flexible services designed to address concrete therapeutic and environmental issues in order to stabilize a situation quickly. Services are family-driven, child focused, and focus on developing resiliency in the child. They are active and rehabilitative, and delivered primarily in the home or other locations in the community. Services are initiated when there is a reasonable likelihood that such services will lead to specific, observable improvements in the individual's functioning (with the family's needs for intensity and time of day as a driver for service delivery).
5. Service delivery must be preceded by a thorough assessment of the child and the family in order to develop an appropriate and effective treatment plan. This assessment must be clearly documented in the clinical record.
6. IFI services provided to children and youth must be coordinated with the family and significant others and with other systems of care such as the school system, the juvenile justice system, and children's protective services when appropriate to treatment and educational needs.
7. The organization must have policies that govern the provision of services in natural settings and can document that it respects the youth's and/or family's right to privacy and confidentiality when services are provided in these settings.
8. When a projected discharge date for the service has been set, the youth may begin to receive more intensified Community Support services two weeks prior to IFI discharge for continuity of care purposes only.
9. When there is a crisis situation identified or there is potential risk of youth harm to self or others, there must be documentation that a licensed/credentialed practitioner is involved in that crisis resolution.

## Intensive Family Intervention

	<p>10. The IFI organization will be expected to develop and demonstrate comprehensive crisis protocols and policies, and must adhere to all safety planning criteria as specified below. Safety planning with the family must be evident at the beginning of treatment, and must include evidence that safety needs are assessed for all youth and families. The family shall be a full participant in the safety planning, and all crisis stabilization steps will be clearly identified. All parties involved, including community partners, will need to know the plan and who is responsible for supporting its implementation. When aggression is an issue within the family, a written safety plan must be developed and signed by the parents/caregivers, staff, youth, and other agency staff involved in the plan. Safety plans should also include natural supports and should not rely exclusively on professional resources. This plan must be given to the family, other agency staff, the youth, and a copy kept in the consumer's record.</p> <p>11. Service delivery should be organized in a way such that there is a high frequency of services delivered at the onset of support and treatment and a tapering off as the youth moves toward discharge. As it applies to the specific youth, this shall be documented in the record.</p>
Service Accessibility	<p>1. Services must be available 24 hours a day, 7 days a week, through on-call arrangements with practitioners skilled in crisis intervention. A team response is preferable when a family requires face-to-face crisis intervention.</p> <p>2. Due to the intensity of the service, providers must offer a minimum of 3 contacts per week with the youth/family except during periods where service intensity is being tapered toward the goal of transition to another service or discharge.</p> <p>3. Intensive Family Intervention may <b>not</b> be provided in an Institution for Mental Diseases (IMD, e.g. state or private psychiatric hospital, psychiatric residential treatment facility or Crisis Stabilization Unit with greater than 16 beds), jail, youth development center (YDC) or prison system.</p> <p>4. This service may not be provided and billed for youth who are involuntarily detained in Regional Youth Detention Centers (RYDCs) awaiting criminal proceedings, penal dispositions, or other involuntary detainment proceedings. Any exception to this requires supporting documentation from the DJJ partners. The provider holds the risk for assuring the youth's eligibility</p> <p>5. Services provided for over 6 hours on any given day must be supported with rigorous reasons in the documentation. Anything over 6 hours would need to relate to a crisis situation and the support administrative documentation should spell out the reasons for extended hours and be signed by the Team Leader.</p>
Documentation Requirements	<p>1. If admission criteria #2 is utilized to establish admission, notation of other services provision intensity/failure should be documented in the record (even if it is self-reported by the youth/family).</p> <p>2. As the team, youth, and family work toward discharge, documentation must indicate planning with the youth/family for the supports and treatment needed post-discharge from the IFI service. Referrals to subsequent services should be a part of this documentation.</p>

## Structured Activity Supports

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Structured Activity Supports		SAS01					\$2.11							

## Structured Activity Supports

Unit Value	15 minutes	Maximum Daily Units	8 units
Initial Authorization	1248 units	Re-Authorization	1248 units
Authorization Period	180 days	Utilization Criteria	CAFAS scores:100-130 *May be used for consumers transitioning to the community from structured residential settings even when the CAFAS score is below 60.
Service Definition	<p>Structured Activity Supports (SAS) provide children and adolescents who are core customers with homework assistance, leisure, and recreational activities. Services can be provided for up to two hours a day and are offered only in conjunction and on the same day with treatment services, i.e. individual counseling, group training or counseling, and/or family training/counseling. For example, consumers receive one hour of group therapy and remain at the facility to participate in SAS or consumers arrive at the facility, participate in a recreational activity, receive assistance with homework, and then participate in a group therapy session. Services are to be utilized as an adjunct to clinical services, providing support to youth who have significant behavioral health problems and who need structured activities in addition to treatment services. Services are primarily group-based and are intended to provide consumers with opportunities for positive socialization experiences and skill building. Services will provide the child or adolescent with experiences and supports that will enable them to develop skills to become fully integrated into their communities and to develop positive and emotionally satisfying peer relationships. Services are planned in partnership with the youth/family and are designed to assist consumers in progressing toward treatment goals identified in the IRP.</p> <p>Recreational and leisure activities may include group sports, games or hobbies and are designed to promote pro-social behaviors, competence and confidence in working and playing with others, and a positive attitude toward physical activities as an important component of a healthy and satisfying life. Play activities are also important to the development of positive relationships with adults. Diversionary activities that do not encourage interaction with consumers and staff, such as watching entertainment videos or movies, are not allowed. Homework assistance may be provided for consumers to improve or maintain academic achievement and to ensure that consumers complete school assignments. The service assists consumers according to level of need in an atmosphere of support. Homework assistance activities provide academic enrichment and skill building. It is designed to help children perform well in school, increase their experiences of success in academics, and internalize learning and academic goal attainment as positive experiences and is not simply monitoring youths while they complete their homework.</p> <p>Youth typically attend Structured Activity Supports three-five days/week</p>		
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual must meet target population criteria as indicated above; <b>and</b></li> <li>2. Individual needs assistance with developing, maintaining, or enhancing social supports or other community coping skills; <b>and</b></li> <li>3. Individual needs assistance with daily living skills including homework assistance and social activity supervision</li> </ol>		
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet admission criteria; <b>and</b></li> <li>2. Individual demonstrates documented progress or maintenance of community skills relative to goals identified in the Individualized Resiliency Plan.</li> </ol>		
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Goals of Individualized Resiliency Plan have been substantially met; <b>or</b></li> <li>3. Individual/family requests discharge <b>or</b></li> <li>4. Transfer to another service is warranted by change in the individual's condition.</li> </ol>		

## Structured Activity Supports

Service Exclusions	Youth receiving services in a PRTF or those served through CMOs or other insurance plans
Required Components	<ol style="list-style-type: none"> <li>1. This service may only be provided by providers offering the whole range of core services as defined in the Standards herein.</li> <li>2. This service is facility-based, although excursions into the community are allowed.</li> <li>3. SAS are provided in small groups up to 1:5 staff to child ratio according to the specific educational and behavioral support needs of the child or adolescent.</li> <li>4. Collaboration occurs with parents and/or school personnel regarding homework assignments and recreational and leisure activity needs.</li> <li>5. SAS staff providing homework assistance must be familiar with best and promising practices in homework assistance and out-of-school learning programs and these practices, i.e. positive support and reinforcement, creating an organized homework environment, and communicating with teachers and parents must be evident.</li> <li>6. SAS uses a wide range of materials that are appropriate for youth and will provide further enhancement in the development of recreation, leisure, and homework skills.</li> <li>7. Direct supervision of computer use and/or blocking software must be ensured by program staff in order to protect youth from inappropriate material on the Internet.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. Program planning and supervision must be provided by a staff member with a master's degree in behavioral sciences. This supervisor must be on-site and available to the program during the hours it is in operation. The supervisor must accompany the group during off-site activities.</li> <li>2. Because this service may be provided for extended periods of time, adequate supervision must be present at all times. A staff to consumer ratio of at least 1 staff member for 5 children must be maintained.</li> <li>3. Direct services may be provided by paraprofessionals with experience serving children and adolescents in behavioral health settings.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. Individualized services must be provided to the consumer and must be related to goals identified on the IRP.</li> <li>2. This service is provided on the same day that the consumer is scheduled for individual therapy, group training or counseling and/or family training/counseling. For example, the child has group therapy and after that service participates in Structured Activity Supports with other consumers. Under no circumstance may a child receive this service as a stand-alone, but instead must be provided Structured Activity Supports in conjunction with having participated in a clinical service on the same day.</li> <li>3. Structured Activity Support Services must be coordinated with the parent/caregiver, the school system, and other child-serving agencies when appropriate and indicated regarding the consumer's homework and recreational/leisure needs.</li> </ol>
Service Accessibility	<ol style="list-style-type: none"> <li>1. Structured Activity Services must be available at least 2 days per week and up to 6 days a week according to the needs of consumers and the capacity of the Provider agency.</li> <li>2. Structured Activity Services is primarily facility-based but may involve excursions into the community.</li> <li>3. This service may not be used to supplant or duplicate other support/supervision/activity services that are funded through other sources. For example, a residential program where structured group activities are program expectations may not supplant residential programming with this service.</li> </ol>
Additional Medicaid Requirements	This is not a Medicaid reimbursable service.
Documentation Requirements	<ol style="list-style-type: none"> <li>1. There must be a weekly summary note indicating progress towards IRP goals.</li> <li>2. There must be a daily attendance log that captures the amount of time each consumer spent in the program and supports billing must be maintained.</li> <li>3. Any unusual or significant events must be documented and communicated to the program supervisor on the day of occurrence.</li> <li>4. A current schedule of activities must be posted.</li> </ol>

## Structured Residential Supports

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Structured Residential	Child Program	H0043	HA				As negotiated							
Unit Value	1 day							Maximum Daily Units	1 unit					
Initial Authorization	180 days							Re-Authorization	180 days					
Authorization Period	180 days							Utilization Criteria	CAFAS scores: 140-240					
Service Definition	Structured Residential Supports (formerly Rehabilitation Supports for Individuals in Residential Alternatives, Levels 1 & 2) are comprehensive rehabilitative services to aid youth in developing daily living skills, interpersonal skills, and behavior management skills; and to enable youth to learn about and manage symptoms; and aggressively improve functioning/behavior due to SED, substance abuse, and/or co-occurring disorders. This service provides support and assistance to the youth and caregivers to identify, monitor, and manage symptoms; enhance participation in group living and community activities; and, develop positive personal and interpersonal skills and behaviors to meet the youth's developmental needs as impacted by his/her behavioral health issues.													
	Services are delivered to youth according to their specific needs. Individual and group activities and programming must consist of services to develop skills in functional areas that interfere with the ability to live in the community, participate in educational activities; develop or maintain social relationships; or participate in social, interpersonal, recreational or community activities.													
	Rehabilitative services must be provided in a licensed residential setting with no more than 16 individuals and must include supportive counseling, psychotherapy and adjunctive therapy supervision, and recreational, problem solving, and interpersonal skills development. Residential supports must be staffed 24 hours/day, 7 days/week.													
Admission Criteria	1. Youth must have symptoms of a SED or a substance related disorder; <b>and one or more of the following:</b> 2. Youth's symptoms/behaviors indicate a need for continuous monitoring and supervision by 24-hour staff to ensure safety; <b>or</b> 3. Youth/family has insufficient or severely limited skills to maintain an adequate level of functioning, specifically identified deficits in daily living and social skills and/or community/family integration; <b>or</b> 4. Youth has adaptive behaviors that significantly strain the family's or current caretaker's ability to adequately respond to the youth's needs; <b>or</b> 5. Youth has a history of unstable housing due to a behavioral health issue or a history of unstable housing which exacerbates a behavioral health condition.													
Continuing Stay Criteria	Youth continues to meet Admissions Criteria.													
Discharge Criteria	1. Youth/family requests discharge; <b>or</b> 2. Youth has acquired rehabilitative skills to independently manage his/her own housing; <b>or</b> 3. Transfer to another service is warranted by change in youth's condition													
Service Exclusions	Cannot be billed on the same day as Crisis Stabilization Unit.													

## Structured Residential Supports

Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Severity of identified youth issues precludes provision of services in this service</li> <li>2. Youth with the following conditions are excluded from admission unless there is clearly documented evidence of psychiatric condition overlaying the primary diagnosis: mental retardation, autism, organic mental disorder, or traumatic brain injury.</li> <li>3. Youth is actively using unauthorized drugs or alcohol (which should not indicate a need for discharge, but for a review of need for more intensive services).</li> <li>4. Youth can effectively and safely be supported with a lower intensity service.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. The organization must have an executive director or program director charged with the responsibility for day-to-day management of the organization.</li> <li>2. If applicable, the organization must be licensed by the Georgia Department of Human Services/CCI or the Department of Community Health/HRF to provide residential services to youth with SED and/or substance abuse diagnosis. If the agency does not have a license/letter from either the DHS/CCI or DCH/HRF related to operations, there must be enough administrative documentation to support the non-applicability of a license.</li> <li>3. The residential program must provide a structured and supported living environment 24 hours a day, 7 days a week.</li> <li>4. Structured Residential Supports must provide at least 5 hours per week of structured programming and/or services.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. Any Level 5 and higher practitioner may provide all Residential Rehabilitation Services.</li> <li>2. If applicable, facilities must comply with any staffing requirements set forth for mental health and substance abuse facilities by the Office of Regulatory Services (see Required Components, Item 2 above).</li> <li>3. An independently licensed practitioner/CACII/MAC/CADC must provide clinical supervision for Residential Support Services. This person is available for emergencies 24 hours/7 days a week.</li> <li>4. The organization that provides direct residential services must have written policies and procedures for selecting and hiring residential and clinical staff in accordance with their applicable license/accreditation/certification.</li> <li>5. The organization must have a mechanism for ongoing monitoring of staff licensure, certification, or registration such as an annual confirmation process concurrent with a performance evaluation that includes repeats of screening checks outlined above.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. The organization must have a written description of the Structured Residential Support services it offers that includes, at a minimum, the purpose of the service; the intended population to be served; treatment modalities provided by the service; level of supervision and oversight provided; and typical treatment objectives and expected outcomes.</li> <li>2. Structured Residential Supports assist youth in developing daily living skills that enable them to manage the symptoms and behaviors linked to their psychiatric or addictive disorder. Services must be delivered to individuals according to their specific needs. Individual and group activities and programming consists of services geared toward developing skills in functional areas that interfere with the youth's ability to participate in the community, retain school tenure, develop or maintain social relationships, or age-appropriately participate in social, interpersonal, or community activities.</li> <li>3. Structured Residential Supports must include symptom management or supportive counseling; behavioral management; medication education, training and support; support, supervision, and problem solving skill development; development of community living skills that serve to promote age-appropriate utilization of community-based services; and/or social or recreational skill training to improve communication skills, manage symptoms, and facilitate age-appropriate interpersonal behavior.</li> </ol>
Add'l Medicaid Requirements	This is not a Medicaid-billable service.
Documentation Requirements	<ol style="list-style-type: none"> <li>1. The organization must develop and maintain sufficient written documentation to support the Structured Residential Support Services for which billing is made. This documentation, at a minimum, must confirm that the individual for whom billing is requested was a resident of the residential service on the date of service. The youth's record must also include each week's programming/service schedule in order to document the provision of the required amount of service.</li> <li>2. Weekly progress notes must be entered in the youth's record to enable the monitoring of the youth's progress toward meeting treatment and rehabilitation goals and</li> </ol>



## Structured Residential Supports

	<p>to reflect the Individualized Resiliency Plan implementation. Each note must be signed and dated and must include the professional designation of the individual making the entry.</p> <p>3. Documentation must be legible and concise and include the printed name and the signature of the treating practitioner. The name, title, and credentials of the individual providing the service must reflect the staffing requirements established for the Rehabilitation Service being delivered.</p>
Facilities Management	<p><b>Applicable to traditional residential settings such as group homes, treatment facilities, etc.</b></p> <ol style="list-style-type: none"> <li>1. Structured Residential Supports may only be provided in facilities that have no more than 16 beds.</li> <li>2. Each residential facility must be arranged and maintained to provide adequate measures for the health, safety, access and well being of the residents.</li> <li>3. Each residential facility must comply with all relevant fire safety codes.</li> <li>4. All areas of the residential facility must appear clean, safe, appropriately equipped, and furnished for the services delivered.</li> <li>5. The organization must comply with the Americans with Disabilities Act.</li> <li>6. The organization must maintain a written evacuation plan to be used in the case of fire or other disaster. An appropriate written certificate of compliance must be obtained indicating that all applicable fire and safety code requirements have been satisfied. Periodic fire drills must be conducted.</li> <li>7. Evacuation routes must be clearly marked by exit signs.</li> <li>8. The program must be responsible for providing physical facilities that are structurally sound and meet all applicable federal, state, and local regulations for adequacy of construction, safety, sanitation, and health.</li> </ol>

## Substance Abuse Intensive Outpatient Package: (SA Adolescent Day Treatment)

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
See Additional Medicaid Requirements below.														
Unit Value	See Authorization/Group Package Detail							Maximum Daily Units	See Authorization/Group Package Detail					
Initial Authorization	See Authorization/Group Package Detail							Re-Authorization	See Authorization/Group Package Detail					
Authorization Period	180 Days							Utilization Criteria	CAFAS Scores 100-240					
Service Definition	A time limited multi-faceted approach treatment service for adolescents who require structure and support to promote resiliency and achieve and sustain recovery from substance related disorders. These specialized services are available after school and/or weekends and include:  1. Behavioral Health Assessment 2. Nursing Assessment 3. Psychiatric Treatment 4. Diagnostic Assessment 5. Community Support													

## Substance Abuse Intensive Outpatient Package: (SA Adolescent Day Treatment)

	<ol style="list-style-type: none"> <li>6. Individual Counseling</li> <li>7. Group Counseling (including psycho-educational groups focusing, relapse prevention and recovery)</li> <li>8. Family Counseling/Psycho-Educational Groups for Family Members</li> <li>9. Structured Activity Supports</li> </ol> <p>These services are to be available at least 5 days per week to allow youth's access to support and treatment within his/her community, school, and family. These services are to be age appropriate and providers are to use best/evidenced based practices for service delivery to adolescent consumers. Intense coordination with schools and other child serving agencies is mandatory. This service promotes resiliency and recovery from substance abuse disorders incorporating the basic tenets of clinical practice. These services should follow Adolescent ASAM Level Guidelines. These guidelines are as follows: II.1 (at least 6 hours of structured programming per week); II.2 (at least 9 hours per week); II.3 (at least 12 hours per week); II.4 (at least 15 hours per week); and II.5 (at least 20 hours of structured activity per week). The maximum number of units that can be billed differs depending on the individual service. Please refer to the table below or in the Mental Health and Addictive Disease Orientation to Authorization Packages Section of this manual.</p> <p>A consumer may have variable length of stay. The level of care should be determined as a result of consumers' multiple assessments. It is recommended that individuals attend at a frequency appropriate to their level of need. Ongoing clinical assessment should be conducted to determine step down in level of care.</p>
Admission Criteria	<ol style="list-style-type: none"> <li>1. A DSM IV diagnosis of Substance Abuse or Dependence or substance- related disorder with a co-occurring DSM IV-TR diagnosis of mental illness <b>and</b></li> <li>2. Consumer meets the age criteria for adolescent treatment; <b>and</b></li> <li>3. Youth's biomedical conditions are stable or are being concurrently addressed (if applicable) <b>and one or more of the following:</b> <ol style="list-style-type: none"> <li>a. Youth is currently unable to maintain behavioral stability for more than a 72 hour period, as evidenced by distractibility, negative emotions, or generalized anxiety <b>or</b></li> <li>b. Youth has a diagnosed emotional/behavioral disorder that requires monitoring and/or management due to a history indicating a high potential for distracting the individual from recovery/treatment, <b>or</b></li> <li>c. There is a likelihood of drinking or drug use without close monitoring and structured support</li> <li>d. The substance use is incapacitating, destabilizing or causing the individual anguish or distress and the individual demonstrates a pattern of alcohol and/or drug use that has resulted in a significant impairment of interpersonal, occupational and/or educational</li> </ol> </li> </ol> <p><b>See also Adolescent ASAM Level II continued service criteria</b></p>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Youth continues to meet admission criteria 1, 2, and/or 3 <b>or</b></li> <li>2. Youth is responding to treatment as evidenced by progress towards goals, but has not yet met the full expectation of the objectives <b>or</b></li> <li>3. Youth begins to recognize and understand his/her responsibility for addressing his/her illness, but still requires services and strategies to sustain personal responsibility and progress in treatment <b>or</b></li> <li>4. Youth recognizes and understands relapse triggers, but has not developed sufficient coping skills to interrupt or postpone gratification or to change related inadequate impulse control behaviors <b>or</b></li> <li>5. Youth's substance seeking behaviors, while diminishing, have not been reduced sufficiently to support function outside of a structure treatment environment</li> </ol>
Discharge Criteria	<p>An adequate continuing care or discharge plan is established and linkages are in place; <b>and one or more of the following:</b></p> <ol style="list-style-type: none"> <li>1. Goals of the treatment plan have been substantially met; <b>or</b></li> <li>2. Youth's problems have diminished in such a way that they can be managed through less intensive services; <b>or</b></li> </ol>

## Substance Abuse Intensive Outpatient Package: (SA Adolescent Day Treatment)

	<ol style="list-style-type: none"> <li>3. Youth recognizes the severity of his/her drug/alcohol usage and is beginning to apply the skills necessary to maintain recovery by accessing appropriate community supports</li> <li>4. Clinical staff determines that youth no longer needs ASAM Level II and is now eligible for aftercare and/or transitional services</li> </ol> <p>Transfer to a higher level of service is warranted by change in the</p> <ol style="list-style-type: none"> <li>1. Youth's condition or nonparticipation; <b>or</b></li> <li>2. The youth refuses to submit to random drug screens; <b>or</b></li> <li>3. Youth's exhibits symptoms of acute intoxication and/or withdrawal <b>or</b></li> <li>4. The youth requires services not available at this level <b>or</b></li> <li>5. Youth has consistently failed to achieve essential treatment objectives despite revisions to the treatment plan and advice concerning the consequences of continues alcohol/drug use to such an extent that no further process is likely to occur</li> </ol> <p><b>See also Adolescent ASAM Level II discharge criteria</b></p>
Service Exclusions	<ol style="list-style-type: none"> <li>1. Substance Abuse C&amp;A Intensive Outpatient Package cannot be offered at the same time as C&amp;A Mental Health IOP Package. Documentation must indicate efforts to minimize duplication of services and effectively transition the individual to the appropriate services. This combination of services is subject to review by the ERO.</li> </ol>
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Youth manifests overt physiological withdrawal symptoms</li> <li>2. Youth with any of the following unless there is clearly documented evidence of an acute psychiatric/addiction episode overlaying primary diagnosis: Autism, Developmental Disabilities, Organic mental disorder, Traumatic Brain Injury.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. This service must be licensed by DCH/HFR under the Rules and Regulations for Drug Abuse Treatment Programs, 290-4-2.</li> <li>2. The program provides structured treatment or therapeutic services, utilizing activity schedules as part of its operational method, i.e., plans or schedules of days or times of day for certain activities. The program should also utilize group and/or individual counseling and/or therapy.</li> <li>3. Best/evidence based practice must be utilized. Some examples are motivational interviewing, behavioral family therapy, functional family therapy, brief strategic family therapy, cognitive behavioral therapy, seven challenges, teen MATRIX and ACRA.</li> <li>4. The program utilizes methods, materials, settings, and outside resources appropriate to the developmental and cognitive levels, capabilities, age, and gender of participants.</li> <li>5. The program utilizes methods, materials, approaches, activities, settings, and outside resources appropriate for and targeted to individuals with co-occurring disorders of mental illness and substance abuse and targeted to individuals with co-occurring and substance abuse when such individuals are referred to the program.</li> <li>6. The program conducts random drug screening and uses the results of these tests for marking consumers' progress toward goals and for service planning.</li> <li>7. The program is provided over a period of several weeks or months and often follows detoxification or residential services and should be evident in individual youth records.</li> <li>8. Intense coordination with schools and other child serving agencies is mandatory.</li> <li>9. This service must operate at an established site approved to bill Medicaid for services. However, limited individual or group activities may take place off-site in natural community settings as is appropriate to each individual's treatment plan. <ol style="list-style-type: none"> <li>a. Narcotics Anonymous (NA) and/or Alcoholics Anonymous (AA) meetings offsite may be considered part of these limited individual or group activities for billing purposes only when time limited and only when the purpose of the activity is introduction of the participating individual to available NA and/or AA services, groups or sponsors. NA and AA meetings occurring during the SA C&amp;A Intensive Outpatient Package may not be counted toward the billable hours for any individual outpatient services, nor may billing related to these meetings be counted beyond the basic introduction of an individual to the NA/AA experience.</li> </ol> </li> </ol>

## Substance Abuse Intensive Outpatient Package: (SA Adolescent Day Treatment)

Required Components, continued	<ol style="list-style-type: none"> <li>10. This service may operate in the same building as other services; however, there must be a distinct separation between services in staffing, program description, and physical space during the hours the SA Intensive Outpatient Services is in operation.</li> <li>11. Adequate space, equipment, furnishings, supplies, and other resources must be provided in order to effectively provide services and so that the program environment is clean and in good repair. Space, equipment, furnishings, supplies, transportation, and other resources for participating individuals' use within the Substance Abuse C&amp;A Intensive Outpatient package must not be substantially different from that provided for other uses for similar numbers of individuals.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. The program must be under the clinical supervision of a <b>Level 4 or above</b> who is onsite a minimum of 50% of the hours the service is in operation.</li> <li>2. Services must be provided by staff who are at least: <ol style="list-style-type: none"> <li>a. An LAPC, LMSW, CACII, CADC, CCADC, and Addiction Counselor Trainee with supervision</li> <li>b. Paraprofessionals, RADTs under the supervision of a Level 4 or above</li> </ol> </li> <li>3. It is necessary for staff who treat "co-occurring capable" services to have basic knowledge in the Georgia DBHDD Suggested Best Practices catering co-occurring consumers</li> <li>4. Programs must have documentation that there is one Level 4 staff (excluding Addiction Counselor Trainee) that is "co-occurring capable." This person's knowledge must go beyond basic understanding and must demonstrate actual staff capabilities in using that knowledge for individuals with co-occurring disorders. Personnel documentation should demonstrate that this staff person has received a minimum of 4 hours of training in co-occurring treatment within the past 2 years.</li> <li>5. There must be at least a Level 4 on-site at all times the service is in operation, regardless of the number of individuals participating.</li> <li>6. The maximum face-to-face ratio cannot be more than 10 youths to 1 direct program staff based on average daily attendance of individuals in the program.</li> <li>7. A physician and/or a Registered Nurse or a Licensed Practical Nurse with appropriate supervision must be available to the program either by a physician and/or nurse employed by the agency, through a contract with a licensed practitioner, or by written referral or affiliation agreement with another agency or agencies that offer such services. <ol style="list-style-type: none"> <li>a. The physician is responsible for addiction/psychiatric consultation/assessment/care (including but not limited to ordering medications and/or laboratory testing) as needed.</li> <li>b. The nurse is responsible for nursing assessments, health screening, medication administration, health education, and other nursing duties as needed.</li> </ol> </li> <li>8. Staff identified in Item 2. above may be shared with other programs as long as they are available as required for supervision and clinical operations and as long as their time is appropriately allocated to staffing ratios for each program.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. It is expected that the transition planning for less intensive service will begin at the onset of these services. Documentation must demonstrate this planning.</li> <li>2. Each consumer must be assisted in the development/acquisition of skills and resources necessary to achieve sobriety and/or reduction in abuse/maintenance of recovery.</li> <li>3. Substance Abuse C&amp;A Intensive Outpatient Package must offer a range of skill-building and recovery activities within the program. The functions/activities of the Substance Abuse C&amp;A Intensive Outpatient Package include but are not limited to: <ol style="list-style-type: none"> <li>a. <b>Group Outpatient Services:</b> <ol style="list-style-type: none"> <li>i. Age appropriate psycho-educational activities focusing on the disease of addiction, prevention, and recovery</li> <li>ii. Therapeutic group treatment and counseling</li> <li>iii. Linkage to natural supports and self-help opportunities</li> </ol> </li> <li>b. <b>Individual Outpatient Services</b> <ol style="list-style-type: none"> <li>i. Individual counseling</li> <li>ii. Individualized treatment, service, and recovery planning</li> </ol> </li> <li>c. <b>Family Outpatient Services</b></li> </ol> </li> </ol>

## Substance Abuse Intensive Outpatient Package: (SA Adolescent Day Treatment)

- i. Family education and engagement focusing on adolescent developmental issues and impact of addiction on the family
  - ii. Interpersonal skills building including family communication and developing relationships with healthy individuals
- d. **Community Support**
- e. Educational/Vocational readiness and support
  - i. Services/resources coordination unless provided through another service provider
  - ii. Community living skills
  - iii. Linkage to health care
- f. **Structured Activity Supports**
  - i. Leisure and social skill-building activities without the use of substances
- g. **Behavioral Health Assessment & Service Plan Development and Diagnostic Assessment**
  - i. Assessment and reassessment
- h. **Pharmacy/Labs (Core providers may report cost via "Pharmacy/Lab")**
  - i. Drug screening/toxicology examinations
- 4. In addition to the above required activities within the program, the following must be offered as needed either within the program or through referral to/or affiliation with another agency or practitioner, and may be billed in addition to the billing for Substance Abuse C&A Intensive Outpatient Package:
  - a. Community Support –for housing, legal and other issues
  - b. Individual counseling in exceptional circumstances for traumatic stress and other mental illnesses for which special skills or licenses are required
  - c. Physician assessment and care
  - d. Psychological testing
  - e. Health screening (Nursing Assessment & Care)
- 5. Services are to be age appropriate and include an educational component, relapse prevention/refusal skills, healthy coping mechanisms and sober social activities.
- 6. The program must have a Substance Abuse C&A Intensive Outpatient Services Organizational Plan addressing the following:
  - a. The philosophical model of the program and the expected outcomes for program participants (i.e., harm reduction, abstinence, beginning of or maintaining individually defined recovery, employment readiness, relapse prevention, stabilization and treatment of those with co-occurring disorders).
  - b. The schedule of activities and hours of operations.
  - c. Staffing patterns for the program.
  - d. How assessments will be conducted.
  - e. How staff will be trained in the administration of addiction services and technologies
  - f. How staff will be trained in the recognition and treatment of substance abuse and treatment in an adolescent population
  - g. How services for individuals with co-occurring disorders will be flexible and will include services and activities addressing both mental health and substance abuse issues of varying intensities and dosages based on the symptoms, presenting problems, functioning, and capabilities of such individuals.
  - h. How individuals with co-occurring disorders who cannot be served in the regular program activities will be provided and/or referred for time-limited special integrated services that are co-occurring enhanced as described in the Georgia Suggested Best Practices
  - i. How services will be coordinated with the substance abuse array of services including assuring or arranging for appropriate referrals and transitions.
  - j. How the requirements in these service guidelines will be met.

## Substance Abuse Intensive Outpatient Package: (SA Adolescent Day Treatment)

Service Access	<ol style="list-style-type: none"> <li>1. This package is to be available at least 5 days per week to allow youth's access to support and treatment within his/her community, school, and family.</li> <li>2. These services should follow Adolescent ASAM Level Guidelines II.1 (at least 6 hours of structured programming/week) and II.5 (at least 20 hrs of structured activity/week).</li> </ol>		
Additional Medicaid Requirements	The Substance Abuse C&A Intensive Outpatient Package allows providers to select all services that will be offered in a substance abuse outpatient setting. Billable services and daily limits within SA C&A Intensive Outpatient are as follows:		
	Service	Maximum Authorization Units	Maximum Daily Units
	Behavioral Health Assessment & Service Plan Development	32	24
	Diagnostic Assessment	4	2
	Psychiatric Treatment	12	1
	Nursing Assessment & Care	48	16
	Community Support	600	96
	Individual Outpatient Services	36	1
	Group Outpatient Services	1170	20
	Family Outpatient Services	100	8
	Structured Activity Support	320	8
Documentation Requirements	<ol style="list-style-type: none"> <li>1. Every admission and assessment must be documented.</li> <li>2. Progress notes must include written daily documentation of important occurrences; level of functioning; acquisition of skills necessary for recovery; progress on goals identified in the IRP including acknowledgement of addiction, progress toward recovery and use/abuse reduction and/or abstinence; use of drug screening results by staff; and evaluation of service effectiveness.</li> <li>3. Daily attendance of each youth participating in the program must be documented showing the number of units in attendance for billing purposes.</li> <li>4. Documentation of a structured activity support is also required (see specific guideline for detail).</li> </ol>		

## Adult Core Services

Behavioral Health Assessment														
Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod4	Rate
Mental Health Assessment by a non-Physician	Practitioner Level 2, In-Clinic	H0031	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	H0031	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	H0031	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	H0031	U3	U7			\$36.68
	Practitioner Level 4, In-Clinic	H0031	U4	U6			\$20.30	Practitioner Level 4, Out-of-Clinic	H0031	U4	U7			\$24.36
	Practitioner Level 5, In-Clinic	H0031	U5	U6			\$15.13	Practitioner Level 5, Out-of-Clinic	H0031	U5	U7			\$18.15
Unit Value	15 minutes							Maximum Daily Units	24 units (Combined with H0032)					
Initial Authorization	32 units (Combined with H0032)							Re-Authorization	32 units (Combined with H0032)					
Authorization Period	180 days								Utilization Criteria	LOCUS scores: 1-6				
Service Definition	The Behavioral Health Assessment process consists of a face-to-face comprehensive clinical assessment with the individual, which must include the individual's perspective as a full partner, and may also include consumer-identified family and/or significant others as well as collateral agencies, treatment providers (including Certified Peer Specialists who have been working with consumers on goal discovery), and other relevant individuals.  The purpose of the assessment process is to gather all information needed to determine the individual's problems, strengths, needs, abilities, resources, and preferences, to develop a social (extent of natural supports and community integration) and medical history, to determine functional level and degree of ability versus disability, and to engage with collateral contacts for other assessment information. A suicide risk assessment shall also be completed. The information gathered should support the determination of a differential diagnosis and assist in screening for/ruling-out potential co-occurring disorders.  As indicated, information from medical, nursing, peer, vocational, nutritional, etc. staff should serve as content basis for the comprehensive assessment and the resulting IRP.													
Admission Criteria	1. Individual has a known or suspected mental illness or substance-related disorder; <b>and</b> 2. Initial screening/intake information indicates a need for further assessment; <b>and</b> 3. It is expected that individual meets Core Customer eligibility.													
Continuing Stay Criteria	Individual's situation/functioning has changed in such a way that previous assessments are outdated.													
Discharge Criteria	1. An adequate continuing care plan has been established; <b>and</b> one or more of the following: 2. Individual has withdrawn or been discharged from service.													
Service Exclusions	Assertive Community Treatment													



Required Components	<ol style="list-style-type: none"> <li>Any diagnosis given to an individual must come from persons identified in O.C.G.A Practice Acts as qualified to provide a diagnosis. These practitioners include a licensed psychologist, a physician or a PA or APRN (NP and CNS-PMH) working in conjunction with a physician with an approved job description or protocol.</li> <li>As indicated, medical, nursing, peer, school, nutritional, etc. staff can provide information from records, and various multi-disciplinary resources to complete the comprehensive nature of the assessment and time spent gathering this information may be billed as long as the detailed documentation justifies the time and need for capturing said information.</li> <li>An initial Behavioral Health Assessment is required within the first 30 days of service with ongoing assessments completed as demanded by changes with an individual.</li> </ol>
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Community Support														
Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod4	Rate
Community Support	Practitioner Level 4, In-Clinic	H2015	U4	U6			\$20.30	Practitioner Level 4, In-Clinic, Collateral Contact	H2015	UK	U4	U6		\$20.30
	Practitioner Level 5, In-Clinic	H2015	U5	U6			\$15.13	Practitioner Level 5, In-Clinic, Collateral Contact	H2015	UK	U5	U6		\$15.13
	Practitioner Level 4, Out-of-Clinic	H2015	U4	U7			\$24.36	Practitioner Level 4, Out-of-Clinic, Collateral Contact	H2015	UK	U4	U7		\$24.36
	Practitioner Level 5, Out-of-Clinic	H2015	U5	U7			\$18.15	Practitioner Level 5, Out-of-Clinic, Collateral Contact	H2015	UK	U5	U7		\$18.15
Unit Value	15 minutes							Maximum Daily Units	48 units					
Initial Authorization	600 units							Re-Authorization	600 units					
Authorization Period	180 days							Utilization Criteria	LOCUS scores: 1-6					
Service Definition	Community Support (CS) services consist of rehabilitative skills building, the development of environmental supports and resources coordination considered essential to assist a person in improving functioning, gaining access to necessary services and in creating environments that promote recovery and support the emotional and functional improvement of the individual. The service activities of Community Support include: <ul style="list-style-type: none"><li>Assistance to the person and other identified recovery partners in the facilitation and coordination of the Individual Recovery Plan (IRP) including providing skills support in the person's self-articulation of personal goals and objectives;</li><li>Planning in a proactive manner to assist the person in managing or preventing crisis situations;</li><li>Individualized interventions, which shall have as objectives:<ol style="list-style-type: none"><li>Identification, with the person, of strengths which may aid him/her in achieving recovery, as well as barriers that impede the development of skills necessary for functioning in work, with peers, and with family/friends;</li><li>Support to facilitate enhanced natural supports (including support/assistance with defining what wellness means to the person in order to assist them with recovery-based goal setting and attainment);</li></ol></li></ul>													

## Community Support

	<ol style="list-style-type: none"> <li>3) Assistance in the development of interpersonal, community coping and functional skills (which may include adaptation to home, adaptation to work, adaptation to healthy social environments, learning/practicing skills such as personal financial management, medication self-monitoring, symptom self-monitoring, etc);</li> <li>4) Encouraging the development and eventual succession of natural supports in living, learning, working, other social environments;</li> <li>5) Assistance in the acquisition of skills for the person to self-recognize emotional triggers and to self-manage behaviors related to the behavioral health issue;</li> <li>6) Assistance with personal development, work performance, and functioning in social and family environments through teaching skills/strategies to ameliorate the effect of behavioral health symptoms;</li> <li>7) Assistance in enhancing social and coping skills that ameliorate life stresses resulting from the person's mental illness/addiction;</li> <li>8) Service and resource coordination to assist the person in gaining access to necessary rehabilitative, medical, social and other services and supports;</li> <li>9) Assistance to the person and other supporting natural resources with illness understanding and self-management (including medication self-monitoring);</li> <li>10) Any necessary monitoring and follow-up to determine if the services accessed have adequately met the person's needs;</li> <li>11) Identification, with the individual and named natural supporters, of risk indicators related to substance related disorder relapse, and strategies to prevent relapse.</li> </ol> <p>This service is provided in order to promote stability and build towards functioning in their daily environment. Stability is measured by a decreased number of hospitalizations, by decreased frequency and duration of crisis episodes and by increased and/or stable participation in community/work activities. Supports based on the person's needs are used to promote recovery while understanding the effects of the mental illness and/or substance use/abuse and to promote functioning. The Community Support staff will serve as the primary coordinator of behavioral health services and will provide linkage to community; general entitlements; and psychiatric, substance use/abuse, medical services, crisis prevention and intervention services.</p>
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individuals with one of the following: Mental Health (MH) Diagnosis, Substance-Related Disorder, Co-Occurring Substance-Related Disorder and MH Diagnosis, Co-Occurring MH Diagnosis and Developmental Disabilities (DD), or Co-Occurring Substance-Related Disorder and DD <b>and one or more of the following:</b></li> <li>2. Individual may need assistance with developing, maintaining, or enhancing social supports or other community coping skills; <b>or</b></li> <li>3. Individual may need assistance with daily living skills including coordination to gain access to necessary rehabilitative and medical services</li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet admission criteria; <b>and</b></li> <li>2. Individual demonstrates documented progress or maintenance of community skills relative to goals identified in the Individualized Recovery Plan</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Goals of the Individualized Recovery Plan have been substantially met; <b>or</b></li> <li>3. Individual requests discharge and the individual is not in imminent danger of harm to self or others; <b>or</b></li> <li>4. Transfer to another service/level of care is warranted by change in individual's condition; <b>or</b></li> <li>5. Individual requires more intensive services.</li> </ol>
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. There is a significant lack of community coping skills such that a more intensive service is needed.</li> <li>2. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a co-occurring Behavioral Health condition: Developmental Disability, Autism, Organic Mental Disorder, Traumatic Brain Injury</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. Community Support services must include a variety of interventions in order to assist the consumer in developing: <ul style="list-style-type: none"> <li>• Symptom self-monitoring and self-management of symptoms</li> <li>• Strategies and supportive interventions for avoiding out-of-community treatment for adults and building stronger knowledge of the adult's strengths and limitations</li> <li>• Relapse prevention strategies and plans</li> </ul> </li> <li>2. Community Support services focus on building and maintaining a therapeutic relationship with the individual and facilitating treatment and recovery goals.</li> </ol>

## Community Support

	<ol style="list-style-type: none"> <li>Contact must be made with the individual receiving CS services a minimum of twice each month. At least one of these contacts must be face-to-face and the second may be either face-to-face or telephone contact (denoted by the UK modifier) depending on the individual's support needs and documented preferences.</li> <li>At least 50% of CS service units must be delivered face-to-face with the identified individual receiving the service and at least 80% of all face-to-face service units must be delivered in non-clinic settings over the authorization period (these units are specific to single individual consumer records and are not aggregate across an agency/program or multiple payors).</li> <li>In the absence of the required monthly face-to-face contact <b>and</b> if at least two unsuccessful attempts to make face-to-face contact have been tried and documented, the provider may bill for a maximum of two telephone contacts in that specified month (denoted by the UK modifier).</li> <li>When the primary focus of CS is for medication maintenance, the following allowances apply: <ol style="list-style-type: none"> <li>These consumers are not counted in the offsite service requirement or the consumer-to-staff ratio; and</li> <li>These consumers are not counted in the monthly face-to-face contact requirement; however, face-to-face contact is required every 3 months and monthly calls are an allowed billable service.</li> </ol> </li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>CS practitioners may have the recommended consumer-to-staff ratio of 30 consumers per staff member and must maintain a maximum ratio of 50 consumers per staff member. Individuals who receive only medication maintenance are not counted in the staff ratio calculation.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>Community Support may include (with the permission of the Adult consumer) coordination with family and significant others and with other systems/supports (e.g., work, religious entities, corrections, aging agencies, etc) when appropriate for treatment and recovery needs. Coordination is an essential component of Community Support and can be billed for up to 70 percent of the contacts when directly related to the support and enhancement of the person's recovery.</li> <li>The organization must have a Community Support Organizational Plan that addresses the following: <ul style="list-style-type: none"> <li>description of the particular rehabilitation, recovery and natural support development models utilized, types of intervention practiced, and typical daily schedule for staff</li> <li>description of the staffing pattern and how staff are deployed to assure that the required staff-to-consumer ratios are maintained, including how unplanned staff absences, illnesses, or emergencies are accommodated, case mix, access, etc.</li> <li>description of the hours of operations as related to access and availability to the individuals served and</li> <li>description of how the plan for services is modified or adjusted to meet the needs specified in every Individualized Recovery Plan</li> </ul> </li> <li>Utilization (frequency and intensity) of CSI should be directly related to the LOCUS and to other functional elements in the assessment. In addition, when clinical/functional needs are great, there should be complementary therapeutic services by licensed/credential professionals paired with the provision of CS (individual, group, family, etc.).</li> </ol>
Service Accessibility	<ol style="list-style-type: none"> <li>"Medication Maintenance Track," consumers who require more than 4 contacts per quarter for two consecutive quarters (as based upon need) are expected to be re-evaluated with LOCUS for enhanced access to CSI. The designation of CS "medication maintenance track" should be lifted and exceptions stated above are no longer allowed.</li> </ol>
Reporting and Billing Requirements	<ol style="list-style-type: none"> <li>Unsuccessful attempts to make contact with the consumer are not billable.</li> <li>When a billable collateral contact is provided, the UK reporting modifier shall be utilized. A collateral contact is classified as any contact that is not face-to-face with the individual.</li> </ol>

## Community Transition Planning

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Community Transition Planning	Community Transition Planning (State Hospital)	T2038	ZH				\$20.92	Community Transition Planning (Jail /Prison)	T2038	ZJ				\$20.92
	Community Transition Planning (CSU)	T2038	ZC				\$20.92	Community Transition Planning (Other)	T2038	ZO				\$20.92
Unit Value	15 minutes							Authorization Period	90 days (Registration) 180 days (New Episode)					
Initial Authorization	10 units							Re-Authorization	10 units					
Service Definition	<p>Community Transition Planning (CTP) is a service for contracted Core and ACT providers to address the care, service, and support needs of adults with mental illness and/or addictive diseases to ensure a coordinated plan of transition from a qualifying facility to the community. Each episode of CTP must include contact with the consumer and their identified supports with a minimum of one (1) face-to-face contact with the consumer prior to release from the state hospital/facility. Additional Transition Planning activities include: educating the consumer and identified supports on service options offered by the chosen primary service agency; participating in state hospital or facility treatment team meetings to develop a transition plan, and making collateral contacts with other agencies and community resources when indicated.</p> <p>In partnership between other community service providers and the hospital/facility staff, the community service agency maintains responsibility for carrying out transitional activities either by the consumer's chosen primary service coordinator or by the service coordinator's designated Community Transition Liaison. CTP may also be used for Community Support staff, ACT team members and CPSs who work with the consumer in the community or will work with the consumer in the future to maintain or establish contact.</p> <p>CTP consists of the following interventions to ensure the person transitions successfully from the facility to their local community:</p> <ul style="list-style-type: none"><li>Establishing a connection or reconnection with the person through supportive contacts while in the qualifying facility. By engaging with the person, this helps to develop and strengthen a foundation for the therapeutic relationship.</li><li>Educating the person and his/her identified supports about local community resources and service options available to meet their needs upon transition into the community. This allows the person to make self-directed, informed choices on service options that they feel will best meet their needs and increases the likelihood of post-facility engagement</li><li>Participating in qualifying facility team meetings especially in person centered planning for those in a treatment facility for longer than 60 days, to share hospital and community information related to estimated length of stay, present problems related to admission, discharge/release criteria, progress toward treatment goals, personal strengths, available supports and assets, medical condition, medication issues, and community treatment needs.</li><li>Linking the adult with community services including visits between the person and the Community Support staff, ACT team members and/or CPSs who will be working with the consumer in the community (including visits and telephone contacts between the consumer and the community-based providers).</li></ul>													
Admission Criteria	Individual who meet Core Customer Eligibility while in one of the following qualifying facilities: 1. State Operated Hospital 2. Crisis Stabilization Unit (CSU)													

## Community Transition Planning

	<ol style="list-style-type: none"> <li>3. Jail/Prison</li> <li>4. Other (ex: Community Psychiatric Hospital)</li> </ol>
Continuing Stay Criteria	Same as above.
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Individual/family requests discharge; or</li> <li>2. Individual no longer meets Core Customer Eligibility; or</li> <li>3. Individual is discharged from a state hospital or qualifying facility.</li> </ol>
Service Exclusions	This service is utilized only when an individual is transitioning from an institutional setting and therefore is not provided concurrent to an ongoing community-based service package.
Clinical Exclusions	Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a co-occurring Behavioral Health condition: Developmental Disability, Autism, Organic Mental Disorder, Traumatic Brain Injury
Required Components	<u>Prior to Release from a State Hospital or Qualifying Facility:</u> When the person has had (a) a length of stay of 60 days or longer in a facility or (b) youth is readmitted to a facility within 30 days of discharge, a community transition plan in partnership with the facility is required. Evidence of planning shall be recorded and a copy of the Plan shall be included in both the adult's hospital and community records.
Clinical Operations	<p>Community Transition Planning activities shall include:</p> <ol style="list-style-type: none"> <li>1. Telephone and Face-to-face contacts with consumer and their identified family;</li> <li>2. Participating in consumer's clinical staffing(s) prior to their discharge from the facility;</li> <li>3. Applications for consumer resources and services prior to discharge from the facility including: <ol style="list-style-type: none"> <li>a. Healthcare</li> <li>b. Entitlements (i.e., SSI, SSDI) for which they are eligible</li> <li>c. Self-Help Groups and Peer Supports</li> <li>d. Housing</li> <li>e. Employment, Education, Training</li> <li>f. Consumer Support Services</li> </ol> </li> </ol>
Service Accessibility	<ol style="list-style-type: none"> <li>1. This service must be available 7 days a week (if the state hospital/qualifying facility discharges or releases 7 days a week).</li> <li>2. This service may be delivered via telemedicine technology or via telephone conferencing.</li> </ol>
Reporting and Billing Requirements	<ol style="list-style-type: none"> <li>1. The modifier on Procedure Code indicates setting from which the consumer is transitioning.</li> <li>2. There must be a minimum of one face-to-face with the individual prior to release from hospital or qualifying facility in order to bill for any telephone contacts.</li> </ol>
Documentation Requirements	<ol style="list-style-type: none"> <li>1. A documented Community Transition Plan for: <ol style="list-style-type: none"> <li>a. Individuals with a length of stay greater than 60 days; or</li> <li>b. Individuals readmitted within 30 days of discharge.</li> </ol> </li> <li>2. Documentation of all face-to-face and telephone contacts and a description of progress with Community Transition Plan implementation and outcomes.</li> </ol>

## Crisis Intervention

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Crisis Intervention	Practitioner Level 1, In-Clinic	H2011	U1	U6			\$58.21	Practitioner Level 1, Out-of-Clinic	H2011	U1	U7			\$74.09
	Practitioner Level 2, In-Clinic	H2011	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	H2011	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	H2011	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	H2011	U3	U7			\$36.68
	Practitioner Level 4, In-Clinic	H2011	U4	U6			\$20.30	Practitioner Level 4, Out-of-Clinic	H2011	U4	U7			\$24.36
Unit Value	15 minutes							Maximum Daily Units	16 units					
Initial Authorization	16 units							Re-Authorization	16 units					
Authorization Period	180 days							Utilization Criteria	LOCUS scores:1-6					
Service Definition	<p>Crisis Intervention supports the individual who is experiencing an abrupt and substantial change in behavior which is usually associated with a precipitating situation and which is in the direction of severe impairment of functioning or a marked increase in distress. Interventions are designed to prevent out of community placement or hospitalization. Often, a crisis exists at such time as an individual consumer and his/her identified natural resources decide to seek help and/or the individual, identified natural resources, or practitioner identifies the situation as a crisis. Crisis services are time-limited and present-focused to address the immediate crisis and develop appropriate links to alternate services.</p> <p>The individual's current behavioral health care advanced directive, if existing, should be utilized to manage the crisis. Interventions provided should honor and respect the individual's wishes/choices by following the plan/advanced directive as closely as possible in line with clinical judgment. Plans/advanced directives developed during the Behavioral Health Assessment/IRP process should be reviewed and updated (or developed if the individual is a new consumer) as part of those services to help prevent or manage future crisis situations.</p> <p>Some examples of interventions that may be used to de-escalate a crisis situation could include: a situational assessment; active listening and empathic responses to help relieve emotional distress; effective verbal and behavioral responses to warning signs of crisis related behavior; assistance to, and involvement/participation of the individual (to the extent he or she is capable) in active problem solving planning and interventions; facilitation of access to a myriad of crisis stabilization and other services deemed necessary to effectively manage the crisis; mobilization of natural support systems; and other crisis interventions as appropriate to the individual and issues to be addressed.</p>													
Admission Criteria	<div><div>1.</div><div>Treatment at a lower intensity has been attempted or given serious consideration; <b>and #2 and/or #3 are met:</b></div><div>2.</div><div>Individual has a known or suspected mental health diagnosis or Substance Related Disorder; <b>or</b></div><div>3.</div><div>Individual is experiencing severe situational crisis and is at risk of harm to self, others and/or property. Risk ranges from mild to imminent; <b>and one/both of the following:</b></div><div>a.</div><div>Individual has insufficient or severely limited resources or skills necessary to cope with the immediate crisis; <b>or</b></div><div>b.</div><div>Individual demonstrates lack of judgment and/or impulse control and/or cognitive/perceptual abilities.</div></div>													

Continuing Stay Criteria	This service may be utilized at various points in the individual's course of treatment and recovery, however, each intervention is intended to be a discrete time-limited service that stabilizes the individual and moves him/her to the appropriate level of care.
Discharge Criteria	1. Individual no longer meets continued stay guidelines; and 2. Crisis situation is resolved and an adequate continuing care plan has been established.
Clinical Exclusions	Severity of clinical issues precludes provision of services at this level of care.
Clinical Operations	In any review of clinical appropriateness of the service, the mix of services offered to the individual is key. Crisis units will be looked at by the External Review Organization in combination with other supporting services. For example, if an individual presents in crisis and the crisis is alleviated within an hour but ongoing support continues, it is expected that 4 units of crisis is billed and then some supporting service such as individual counseling will be utilized to support the individual during that interval of service
Service Accessibility	1. All crisis service response times for this service must be within 2 hours of the consumer or other constituent contact to the provider agency. 2. Services are available 24-hours/day, 7 days/week, and may be offered by telephone and/or face-to-face in most settings (e.g. home, jail, community hospital, clinic etc).
Additional Medicaid Requirements	The daily maximum within a CSU for Crisis Intervention is 8 units/day.
Reporting and Billing Requirements	1. Any use of a telephonic intervention must be coded/reported with a U6 modifier as the person providing the telephonic intervention is not expending the additional agency resources in order to be in the community where the person is located during the crisis. 2. Any use beyond 16 units will not be denied but will trigger an immediate retrospective review.

Diagnostic Assessment														
Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Psychiatric Diagnostic Examination	Practitioner Level 1, In-Clinic	90801	U1	U6			\$174.63	Practitioner Level 2, In-Clinic	90801	U2	U6			\$116.90
	Practitioner Lev 1, Out-of-Clinic	90801	U1	U7			\$222.26	Practitioner Level 2, Out-of-Clinic	90801	U2	U7			\$140.28
	Practitioner Level 1, Via interactive audio and video telecommunication systems	90801	GT	U1			\$174.63	Practitioner Level 2, Via interactive audio and video telecommunication systems	90801	GT	U2			\$116.90
Psychiatric Diagnostic Examination, Interactive	Practitioner Level 1, In-Clinic	90802	U1	U6			\$174.63	Practitioner Level 2, In-Clinic	90802	U2	U6			\$116.90
	Practitioner Level 1, Out-of-Clinic	90802	U1	U7			\$222.26	Practitioner Level 2, Out-of-Clinic	90802	U2	U7			\$140.28
	Practitioner Level 1, Via interactive audio and video telecommunication systems	90802	GT	U1			\$174.63	Practitioner Level 2, Via interactive audio and video telecommunication systems	90802	GT	U2			\$116.90



Diagnostic Assessment			
Unit Value	1 encounter	Maximum Daily Units*	1 unit per procedure code
Initial Auth	2 units	Re-Authorization*	2 units
Auth Period	180 days	Utilization Criteria	LOCUS scores:1-6
Service Definition	<p>Psychiatric Diagnostic Examination includes a history; mental status exam; evaluation and assessment of physiological phenomena (including co-morbidity between behavioral and physical health care issues); psychiatric diagnostic evaluation (including assessing for co-occurring disorders and the development of a differential diagnosis);screening and/or assessment of any withdrawal symptoms for individuals with substance related diagnoses; assessment of the appropriateness of initiating or continuing services; and a disposition. These are completed by face-to-face evaluation of the individual (which may include the use of telemedicine) and may include communication with family and other sources, as well as the ordering and medical interpretation of laboratory or other medical diagnostic studies.</p> <p>Interactive diagnostic examinations are typically furnished to children (but may be justified for use with adults) and involve the use of physical aids and non-verbal communication to overcome barriers to therapeutic interaction between the clinician and a patient as a result of expressive or receptive language deficits. Interactive diagnostic interview examinations are also used when a sign language interpreter or other language interpreter is utilized order to facilitate communication between the clinician and an individual with a hearing impairment or with limited English proficiency.</p>		
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual has a known or suspected mental illness or a substance-related disorder and has recently entered the service system; <b>or</b></li> <li>2. Individual is in need of annual assessment and re-authorization of service array; <b>or</b></li> <li>3. Individual has need of an assessment due to a change in clinical/functional status.</li> </ol>		
Continuing Stay Criteria	Individual's situation/functioning has changed in such a way that previous assessments are outdated.		
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b> <ol style="list-style-type: none"> <li>b. Individual has withdrawn or been discharged from service; <b>or</b></li> <li>c. Individual no longer demonstrates need for additional assessment.</li> </ol> </li> </ol>		
Service Exclusions	Assertive Community Treatment		
Required Components	Telemedicine may be utilized for an initial Psychiatric Diagnostic Examination as well as for ongoing Psychiatric Diagnostic Examination via the use of appropriate procedure codes with the GT modifier.		
Additional Medicaid Requirements	The daily maximum within a CSU for Diagnostic Assessment (Psychiatric Diagnostic Interview) for adults is 2 units. Two units should be utilized only if it is necessary in a complex diagnostic case for the physician extender (PA or APRN) to call in the physician for an assessment of the individual to corroborate or verify the correct diagnosis.		

## Family Outpatient Services: Family Counseling

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Family – BH counseling/therapy (w/o client present)	Practitioner Level 2, In-Clinic	H0004	HS	U2	U6		\$38.97	Practitioner Level 2, Out-of-Clinic	H0004	HS	U2	U7		\$46.76
	Practitioner Level 3, In-Clinic	H0004	HS	U3	U6		\$30.01	Practitioner Level 3, Out-of-Clinic	H0004	HS	U3	U7		\$36.68
	Practitioner Level 4, In-Clinic	H0004	HS	U4	U6		\$20.30	Practitioner Level 4, Out-of-Clinic	H0004	HS	U4	U7		\$24.36
	Practitioner Level 5, In-Clinic	H0004	HS	U5	U6		\$15.13	Practitioner Level 5, Out-of-Clinic	H0004	HS	U5	U7		\$18.15
Family – BH counseling/therapy (with client present)	Practitioner Level 2, In-Clinic	H0004	HR	U2	U6		\$38.97	Practitioner Level 2, Out-of-Clinic	H0004	HR	U2	U7		\$46.76
	Practitioner Level 3, In-Clinic	H0004	HR	U3	U6		\$30.01	Practitioner Level 3, Out-of-Clinic	H0004	HR	U3	U7		\$36.68
	Practitioner Level 4, In-Clinic	H0004	HR	U4	U6		\$20.30	Practitioner Level 4, Out-of-Clinic	H0004	HR	U4	U7		\$24.36
	Practitioner Level 5, In-Clinic	H0004	HR	U5	U6		\$15.13	Practitioner Level 5, Out-of-Clinic	H0004	HR	U5	U7		\$18.15
Family Psychotherapy w/o the patient present (appropriate license required)	Practitioner Level 2, In-Clinic	90846	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	90846	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	90846	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	90846	U3	U7			\$36.68
	Practitioner Level 4, In-Clinic	90846	U4	U6			\$20.30	Practitioner Level 4, Out-of-Clinic	90846	U4	U7			\$24.36
	Practitioner Level 5, In-Clinic	90846	U5	U6			\$15.13	Practitioner Level 5, Out-of-Clinic	90846	U5	U7			\$18.15
Conjoint Family Psychotherapy w/ the patient present (appropriate license required)	Practitioner Level 2, In-Clinic	90847	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	90847	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	90847	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	90847	U3	U7			\$36.68
	Practitioner Level 4, In-Clinic	90847	U4	U6			\$20.30	Practitioner Level 4, Out-of-Clinic	90847	U4	U7			\$24.36

## Family Outpatient Services: Family Counseling

	Practitioner Level 5, In-Clinic	90847	U5	U6		\$15.13	Practitioner Level 5, Out-of-Clinic	90847	U5	U7		\$18.15
Unit Value	15 minutes						Maximum Daily Units*	8 units (Family Training and Family Counseling combined)				
Initial Authorization*	If a MICP Registration is submitted -32 units (combined with Family Training) If a MICP New Episode is submitted - 60 units (combined with Family Training)						Reauthorization*	60 units (Family Training and Family Counseling combined)				
Authorization Period*	180 days						Utilization Criteria	<u>LOCUS scores:</u> 1-6				
Service Definition	A therapeutic intervention or counseling service shown to be successful with identified family populations, diagnoses and service needs, provided by a qualified clinician or practitioner. Services are directed toward achievement of specific goals defined with/by the individual consumer and targeted to the consumer-identified family and specified in the Individualized Recovery Plan (note: although interventions may involve the family, the focus or primary beneficiary of intervention must always be the individual consumer). Family counseling provides systematic interactions between the identified individual consumer, staff and the individual's identified family members directed toward the restoration, development, enhancement or maintenance of functioning of the identified consumer/family unit. This includes support of the family and specific therapeutic interventions/activities to enhance family roles, relationships, communication and functioning that promote the recovery of the individual. Specific goals/issues to be addressed though these services may include the restoration, development, enhancement or maintenance of: <div><div>1. processing skills;</div><div>2. healthy coping mechanisms;</div><div>3. adaptive behaviors and skills;</div><div>4. interpersonal skills;</div><div>5. family roles and relationships;</div><div>6. the family's understanding of mental illness and substance related disorders, the steps necessary to facilitate recovery, and methods of intervention, interaction and mutual support the family can use to assist their family member.</div></div> Best practices such as Multi-systemic Family Therapy, Multidimensional Family Therapy, Behavioral Family Therapy, Functional Family Therapy or others appropriate for the family and issues to be addressed should be utilized in the provision of this service.											
Admission Criteria	1. Individual must have a mental illness and/or substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b> 2. Individual's level of functioning does not preclude the provision of services in an outpatient milieu; <b>and</b> 3. Individual's assessment indicates needs that may be supported by therapeutic intervention shown to be successful with identified family populations and individual's diagnoses.											
Continuing Stay Criteria	1. Individual continues to meet Admission Criteria as articulated above; <b>and</b> 2. Progress notes document progress relative to goals identified in the Individualized Recovery Plan, but all treatment/support goals have not yet been achieved.											
Discharge Criteria	1. An adequate continuing care plan has been established; <b>and one or more of the following:</b> 2. Goals of the Individualized Recovery Plan have been substantially met; <b>or</b> 3. Individual requests discharge and individual is not in imminent danger of harm to self or others; <b>or</b> 4. Transfer to another service is warranted by change in individual's condition; <b>or</b>											

## Family Outpatient Services: Family Counseling

	5. Individual requires more intensive services
Service Exclusions	ACT
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Severity of behavioral health impairment precludes provision of services.</li> <li>2. Severity of cognitive impairment precludes provision of services in this level of care.</li> <li>3. There is a lack of social support systems such that a more intensive level of service is needed.</li> <li>4. This service is not intended to supplant other services such as MR/DD Personal and Family Support or any day services where the individual may more appropriately receive these services with staff in various community settings.</li> <li>5. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder and traumatic brain injury.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. The treatment orientation, modality and goals must be specified and agreed upon by the individual.</li> <li>2. Couples counseling is included under this service code as long as the counseling is directed toward the identified consumer and his/her goal attainment as identified in the Individualized Recovery Plan.</li> <li>3. The Individualized Recovery Plan for the individual includes goals and objectives specific to the consumer-identified family for whom the service is being provided.</li> </ol>
Clinical Operations	Models of best practice delivery may include (as clinically appropriate) Multidimensional Family Therapy, Behavioral Family Therapy, Functional Family Therapy, and others as appropriate the family and issues to be addressed.
Service Accessibility	Services may not exceed 8 Billable units (combined Family Counseling and Family Therapy) in a single day. If clinical need indicates this level of intensity, other services may need to be considered for authorization.
Documentation Requirements	<p>If there are multiple family members in the Family Counseling session who are enrolled consumers for whom the focus of treatment is related to goals on their treatment plans, the following applies:</p> <ol style="list-style-type: none"> <li>1. Document the family session in the charts of each individual consumer for whom the treatment is related to a specific goal on the individual's IRP</li> <li>2. Charge the Family Counseling session units to <u>one</u> of the consumers.</li> <li>3. Indicate "NC" (No Charge) on the documentation for the other consumer(s) in the family session and have the note reflect that the charges for the session are assigned to another family member in the session.</li> </ol>

## Family Outpatient Services: Family Training

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Family Skills Training and Development	Practitioner Level 4, In-Clinic, without client present	H2014	HS	U4	U6		\$20.30	Practitioner Level 4, In-Clinic, with client present	H2014	HR	U4	U6		\$20.30
	Practitioner Level 5, In-Clinic, without client present	H2014	HS	U5	U6		\$15.13	Practitioner Level 5, In-Clinic, with client present	H2014	HR	U5	U6		\$15.13

## Family Outpatient Services: Family Training

	Practitioner Level 4, Out-of-Clinic, without client present	H2014	HS	U4	U7		\$24.36	Practitioner Level 4, Out-of-Clinic, with client present	H2014	HR	U4	U7		\$24.36
	Practitioner Level 5, Out-of-Clinic, without client present	H2014	HS	U5	U7		\$18.15	Practitioner Level 5, Out-of-Clinic, with client present	H2014	HR	U5	U7		\$18.15
Unit Value	15 minutes							Maximum Daily Units*	8 units (Family Training and Family Counseling combined)					
Initial Authorization*	If a MICP Registration is submitted -32 units (combined with Family Training) If a MICP New Episode is submitted - 60 units (combined with Family Training)							Reauthorization*	60 units (Family Training and Family Counseling combined)					
Authorization Period*	180 days							Utilization Criteria	LOCUS scores:1-6					
Service Definition	A therapeutic interaction shown to be successful with identified family populations, diagnoses and service needs. Services are directed toward achievement of specific goals defined by the individual consumer and targeted to the consumer-identified family and specified in the Individualized Recovery Plan (note: although interventions may involve the family, the focus or primary beneficiary of intervention must always be the individual consumer). Family training provides systematic interactions between the identified individual consumer, staff and the individual's identified family members directed toward the enhancement or maintenance of functioning of the identified consumer/family unit. This may include support of the family, as well as training and specific activities to enhance functioning that promote the recovery of the individual. Specific goals/issues to be addressed though these services may include the restoration, development, enhancement or maintenance of: 1. illness and medication self-management knowledge and skills (e.g. symptom management, behavioral management, relapse prevention skills, knowledge of medications and side effects, and motivational/skill development in taking medication as prescribed); 2. problem solving and practicing functional skills; 3. healthy coping mechanisms; 4. adaptive behaviors and skills; 5. interpersonal skills; 6. daily living skills; 7. resource access and management skills; and 8. the family's understanding of mental illness and substance related disorders, the steps necessary to facilitate recovery, and methods of intervention, interaction and mutual support the family can use to assist their family member.													
Admission Criteria	1. Individual must have a mental illness and/or substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b> 2. Individual's level of functioning does not preclude the provision of services in an outpatient milieu; <b>and</b> 3. Individual's assessment indicates needs that may be supported by a therapeutic intervention shown to be successful with identified family populations and diagnoses.													
Continuing Stay Criteria	1. Individual continues to meet Admission Criteria as articulated above; <b>and</b> 2. Progress notes document progress relative to goals identified in the Individualized Recovery Plan, but all treatment/support goals have not yet been achieved.													
Discharge Criteria	1. An adequate continuing care plan has been established; <b>and one or more of the following:</b> 2. Goals of the Individualized Recovery Plan have been substantially met; <b>or</b> 3. Individual requests discharge and individual is not in imminent danger of harm to self or others; <b>or</b> 3. Transfer to another service is warranted by change in individual's condition; <b>or</b> 4. Individual requires more intensive services.													

## Family Outpatient Services: Family Training

Service Exclusions	ACT
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Severity of behavioral health impairment precludes provision of services.</li> <li>2. Severity of cognitive impairment precludes provision of services in this level of care.</li> <li>3. There is a lack of social support systems such that a more intensive level of service is needed.</li> <li>4. There is no outlook for improvement with this particular service.</li> <li>5. This service is not intended to supplant other services such as Personal and Family Support or any day services where the individual may more appropriately receive these services with staff in various community settings.</li> <li>6. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder and traumatic brain injury.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. The treatment orientation, modality and goals must be specified and agreed upon by the individual.</li> <li>2. The Individualized Recovery Plan for the individual includes goals and objectives specific to the consumer-identified family for whom the service is being provided.</li> </ol>
Service Accessibility	Services may not exceed 8 Billable units (combined Family Counseling and Family Therapy) in a single day. If clinical need indicates this level of intensity, other services may need to be considered for authorization.
Documentation Requirements	<p>If there are multiple family members in the Family Training session who are enrolled consumers for whom the focus of treatment in the group is related to goals on their treatment plans, the following applies:</p> <ol style="list-style-type: none"> <li>d. Document the family session in the charts of each individual consumer for whom the treatment is related to a specific goal on the individual's IRP</li> <li>e. Charge the Family Training session units to <u>one</u> of the consumers.</li> <li>f. Indicate "NC" (No Charge) on the documentation for the other consumer(s) in the family session and have the note reflect that the charges for the session are assigned to another family member in the session.</li> </ol>

## Group Outpatient Services: Group Counseling

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Group – Behavioral health counseling and therapy	Practitioner Level 2, In-Clinic	H0004	HQ	U2	U6		\$8.50	Practitioner Level 2, Out-of-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U2	U7	\$10.39
	Practitioner Level 3, In-Clinic	H0004	HQ	U3	U6		\$6.60	Practitioner Level 3, Out-of-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U3	U7	\$8.25
	Practitioner Level 4, In-Clinic	H0004	HQ	U4	U6		\$4.43	Practitioner Level 4, Out-of-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U4	U7	\$5.41
	Practitioner Level 5, In-Clinic	H0004	HQ	U5	U6		\$3.30	Practitioner Level 5, Out-of-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U5	U7	\$4.03

## Group Outpatient Services: Group Counseling

	Practitioner Level 2, Out-of-Clinic	H0004	HQ	U2	U7		\$10.39	Practitioner Level 2, In-Clinic, Multi-family group, without client present	H0004	HQ	HS	U2	U6	\$8.50
	Practitioner Level 3, Out-of-Clinic	H0004	HQ	U3	U7		\$8.25	Practitioner Level 3, In-Clinic, Multi-family group, without client present	H0004	HQ	HS	U3	U6	\$6.60
	Practitioner Level 4, Out-of-Clinic	H0004	HQ	U4	U7		\$5.41	Practitioner Level 4, In-Clinic, Multi-family group, without client present	H0004	HQ	HS	U4	U6	\$4.43
	Practitioner Level 5, Out-of-Clinic	H0004	HQ	U5	U7		\$4.03	Practitioner Level 5, In-Clinic, Multi-family group, without client present	H0004	HQ	HS	U5	U6	\$3.30
	Practitioner Level 2, In-Clinic, Multi-family group, with client present	H0004	HQ	HR	U2	U6	\$8.50	Practitioner Level 2, Out-of-Clinic, Multi-family group, without client present	H0004	HQ	HS	U2	U7	\$10.39
	Practitioner Level 3, In-Clinic, Multi-family group, with client present	H0004	HQ	HR	U3	U6	\$6.60	Practitioner Level 3, Out-of-Clinic, Multi-family group, w/o client present	H0004	HQ	HS	U3	U7	\$8.25
	Practitioner Level 4, In-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U4	U6	\$4.43	Practitioner Level 4, Out-of-Clinic, Multi-family group, w/o client present	H0004	HQ	HS	U4	U7	\$5.41
	Practitioner Level 5, In-Clinic, Multi-family group, w/ client present	H0004	HQ	HR	U5	U6	\$3.30	Practitioner Level 5, Out-of-Clinic, Multi-family group, w/o client present	H0004	HQ	HS	U5	U7	\$4.03
Group Psychotherapy other than of a multiple family group (appropriate license required)	Practitioner Level 2, In-Clinic	90853	U2	U6		\$8.50	Practitioner Level 2, Out-of-Clinic	90853	U2	U7		\$10.39		
	Practitioner Level 3, In-Clinic	90853	U3	U6		\$6.60	Practitioner Level 3, Out-of-Clinic	90853	U3	U7		\$8.25		
	Practitioner Level 4, In-Clinic	90853	U4	U6		\$4.43	Practitioner Level 4, Out-of-Clinic	90853	U4	U7		\$5.41		
	Practitioner Level 5, In-Clinic	90853	U5	U6		\$3.30	Practitioner Level 5, Out-of-Clinic	90853	U5	U7		\$4.03		
Unit Value	15 minutes							Maximum Daily Units	20 units					
Initial Auth	If a MICP Registration is submitted - 32 units If a MICP New Episode is submitted - 200 units								Re-Authorization	200 units				
Auth Period	180 days							Utilization Criteria	LOCUS scores:1-6					
Service Definition	A therapeutic intervention or counseling service shown to be successful with identified populations, diagnoses and service needs, provided in a group format by a qualified clinician or practitioner. Services are directed toward achievement of specific goals defined by the individual consumer and specified in the Individualized Recovery Plan. Services may address goals/issues such as promoting recovery, and the restoration, development, enhancement or maintenance of: 1) cognitive processing skills; 2) healthy coping mechanisms; 3) adaptive behaviors and skills; 4) interpersonal skills; 5) identifying and resolving personal, social, intrapersonal and interpersonal concerns													



## Group Outpatient Services: Group Counseling

Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual must have a primary mental illness/substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b></li> <li>2. The individual's level of functioning does not preclude the provision of services in an outpatient milieu; <b>and</b></li> <li>3. The individual's recovery goal/s which are to be addressed by this service must be conducive to response by a group milieu.</li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet admission criteria; <b>and</b></li> <li>2. Individual demonstrates documented progress relative to goals identified in the Individualized Recovery Plan, but treatment goals have not yet been achieved.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Goals of the Individualized Recovery Plan have been substantially met; <b>or</b></li> <li>3. Individual requests discharge and individual is not in imminent danger of harm to self or others; <b>or</b></li> <li>4. Transfer to another service/level of care is warranted by change in individual's condition; <b>or</b></li> <li>5. Individual requires more intensive services.</li> </ol>
Service Exclusions	See Required Components, items 2 and 3 below.
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Severity of behavioral health impairment precludes provision of services.</li> <li>2. Severity of cognitive impairment precludes provision of services in this level of care.</li> <li>3. There is a lack of social support systems such that a more intensive level of service is needed.</li> <li>4. This service is not intended to supplant other services such as MR/DD Waiver Personal and Family Support Services or any day services where the individual may more appropriately receive these services with staff in various community settings.</li> <li>5. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder and traumatic brain injury.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. The treatment orientation, modality and goals must be specified and agreed upon by the individual.</li> <li>2. Group outpatient services should very rarely be offered in addition to day services such as Psychosocial Rehabilitation. Any exceptions must be clinically justified in the record and may be subject to scrutiny by the external review organization. Exceptions in offering group outpatient services external to day services include such sensitive and targeted clinical issue groups as incest survivor groups, perpetrator groups, and sexual abuse survivors groups. When an exception is clinically justified, services must not duplicate day services activities.</li> <li>3. When billed concurrently with ACT services, group counseling must be curriculum-based (See ACT Service Guideline for requirements).</li> </ol>
Staffing Requirements	Maximum face-to-face ratio cannot be more than 10 consumers to 1 direct service staff based on average group attendance
Clinical Operations	<ol style="list-style-type: none"> <li>1. The membership of a multiple family group (H0004 HQ) consists of multiple family units such as a group of two or more parent(s) from different families either with (HR) or without (HS) participation of their child/children.</li> <li>2. Practitioners and supervisors of those providing this service are expected to maintain knowledge and skills regarding group practice such as selecting appropriate participants for a particular group, working with the group to establish necessary group norms and goals, and understanding and managing group dynamics and processes.</li> </ol>
Additional Medicaid Requirements	The daily maximum within a CSU for combined Group Training/Counseling is 4 units/day.

## Group Outpatient Services: Group Training

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Group Skills Training & Development	Practitioner Level 4, In-Clinic	H2014	HQ	U4	U6		\$4.43	Practitioner Level 4, Out-of-Clinic, with client present	H2014	HQ	HR	U4	U7	\$5.41
	Practitioner Level 5, In-Clinic	H2014	HQ	U5	U6		\$3.30	Practitioner Level 5, Out-of-Clinic, with client present	H2014	HQ	HR	U5	U7	\$4.03
	Practitioner Level 4, Out-of-Clinic	H2014	HQ	U4	U7		\$5.41	Practitioner Level 4, In-Clinic, without client present	H2014	HQ	HS	U4	U6	\$4.43
	Practitioner Level 5, Out-of-Clinic	H2014	HQ	U5	U7		\$4.03	Practitioner Level 5, In-Clinic, without client present	H2014	HQ	HS	U5	U6	\$3.30
	Practitioner Level 4, In-Clinic, with client present	H2014	HQ	HR	U4	U6	\$4.43	Practitioner Level 4, Out-of-Clinic, without client present	H2014	HQ	HS	U4	U7	\$5.41
	Practitioner Level 5, In-Clinic, with client present	H2014	HQ	HR	U5	U6	\$3.30	Practitioner Level 5, Out-of-Clinic, without client present	H2014	HQ	HS	U5	U7	\$4.03
Unit Value	15 minutes							Maximum Daily Units	20 units					
Initial Auth	If a MICP Registration is submitted - 32 units If a MICP New Episode is submitted - 200 units							Re-Authorization	200 units					
Auth Period	180 days							Utilization Criteria	LOCUS scores:1-6					
Service Definition	A therapeutic interaction shown to be successful with identified populations, diagnoses and service needs. Services are directed toward achievement of specific goals defined by the individual and specified in the Individualized Resiliency Plan. Services may address goals/issues such as promoting recovery, and the restoration, development, enhancement or maintenance of: 1) illness and medication self-management knowledge and skills (e.g. symptom management, behavioral management, relapse prevention skills, knowledge of medications and side effects, and motivational/skill development in taking medication as prescribed); 2) problem solving skills; 3) healthy coping mechanisms; 4) adaptive skills; 5) interpersonal skills; 6) daily living skills; 7) resource management skills; 8) knowledge regarding mental illness, substance related disorders and other relevant topics that assist in meeting the youth's and family's needs; and 9) skills necessary to access and build community resources and natural support systems.													
Admission Criteria	1. Individuals must have a primary mental illness/substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b> 2. The individual's level of functioning does not preclude the provision of services in an outpatient milieu; <b>and</b> 3. The individual's resiliency goal/s that are to be addressed by this service must be conducive to response by a group milieu.													

## Group Outpatient Services: Group Training

Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet admission criteria; <b>and</b></li> <li>2. Individual demonstrates documented progress relative to goals identified in the Individualized Recovery Plan, but treatment goals have not yet been achieved.</li> </ol>
Discharge Criteria	<p>An adequate continuing care plan has been established; <b>and one or more of the following:</b></p> <ol style="list-style-type: none"> <li>2. Goals of the Individualized Recovery Plan have been substantially met; <b>or</b></li> <li>3. Individual requests discharge and the individual is not in imminent danger of harm to self or others; <b>or</b></li> <li>4. Transfer to another service/level of care is warranted by change in individual's condition; <b>or</b></li> <li>5. Individual requires more intensive services</li> </ol>
Service Exclusions	See also Required Components, item 2. below.
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Severity of behavioral health issue precludes provision of services.</li> <li>2. Severity of cognitive impairment precludes provision of services in this level of care.</li> <li>3. There is a lack of social support systems such that a more intensive level of service is needed.</li> <li>4. This service is not intended to supplant other services such as MR/DD Personal and Family Support or any day services where the individual may more appropriately receive these services with staff in various community settings.</li> <li>5. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder, traumatic brain injury.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. The functional goals addressed through this service must be specified and agreed upon by the individual.</li> <li>2. Group outpatient services should very rarely be offered in addition to day services such as Psychosocial Rehabilitation. Any exceptions must be clinically justified in the record and may be subject to scrutiny by the external review organization. Exceptions in offering group outpatient services external to day services include such sensitive and targeted clinical issue groups as incest survivor groups, perpetrator groups, and sexual abuse survivors groups. When an exception is clinically justified, services must not duplicate day services activities.</li> </ol>
Staffing Requirements	Maximum face-to-face ratio cannot be more than 10 consumers to 1 direct service staff based on average group attendance
Clinical Operations	<ol style="list-style-type: none"> <li>1. Practitioners providing this service are expected to maintain knowledge and skills regarding group practice such as selecting appropriate participants for a particular group, working with the group to establish necessary group norms and goals, and understanding and managing group dynamics and processes.</li> <li>2. Out-of-clinic group skills training is allowable and clinically valuable for some consumers; therefore, this option should be explored to the benefit of the consumer. In this event, staff must be able to assess and address the individual needs and progress of each consumer consistently throughout the intervention/activity (e.g. in an example of teaching 2-3 consumers to access public transportation in the community, group training may be given to help each consumer individually to understand the bus schedule in a way that makes sense to them, to address questions/concerns each may have about how to use the bus, perhaps to spend time riding the bus with the consumers and assisting each to understand and become comfortable with riding the bus in accordance with <i>individual</i> goals, etc).</li> </ol>
Additional Medicaid Requirements	The daily maximum within a CSU for combined Group Training/Counseling is 4 units/day.

## Individual Counseling

Transaction Code		Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Individual Psychotherapy, insight oriented, behavior-modifying and/or supportive face-to-face w/ patient	~20-30 minutes	Practitioner Level 2, In-Clinic	90804	U2	U6			64.95	Practitioner Level 2, Out-of-Clinic	90804	U2	U7			77.93
		Practitioner Level 3, In-Clinic	90804	U3	U6			50.02	Practitioner Level 3, Out-of-Clinic	90804	U3	U7			61.13
		Practitioner Level 4, In-Clinic	90804	U4	U6			33.83	Practitioner Level 4, Out-of-Clinic	90804	U4	U7			40.59
		Practitioner Level 5, In-Clinic	90804	U5	U6			25.21	Practitioner Level 5, Out-of-Clinic	90804	U5	U7			30.25
	~45-50 minutes	Practitioner Level 2, In-Clinic	90806	U2	U6			116.90	Practitioner Level 2, Out-of-Clinic	90806	U2	U7			140.28
		Practitioner Level 3, In-Clinic	90806	U3	U6			90.03	Practitioner Level 3, Out-of-Clinic	90806	U3	U7			110.04
		Practitioner Level 4, In-Clinic	90806	U4	U6			60.89	Practitioner Level 4, Out-of-Clinic	90806	U4	U7			73.07
		Practitioner Level 5, In-Clinic	90806	U5	U6			45.38	Practitioner Level 5, Out-of-Clinic	90806	U5	U7			54.46
	~75-90 minutes	Practitioner Level 2, In-Clinic	90808	U2	U6			194.84	Practitioner Level 2, Out-of-Clinic	90808	U2	U7			233.80
		Practitioner Level 3, In-Clinic	90808	U3	U6			150.05	Practitioner Level 3, Out-of-Clinic	90808	U3	U7			183.39
		Practitioner Level 4, In-Clinic	90808	U4	U6			101.48	Practitioner Level 4, Out-of-Clinic	90808	U4	U7			121.78
		Practitioner Level 5, In-Clinic	90808	U5	U6			75.64	Practitioner Level 5, Out-of-Clinic	90808	U5	U7			90.76
Individual psychotherapy, interactive, (using play equipment, physical devices, language interpreter, or other mechanisms of non-verbal communication, face-to-face w/ patient	~20-30 minutes	Practitioner Level 2, In-Clinic	90810	U2	U6			64.95	Practitioner Level 2, Out-of-Clinic	90810	U2	U7			77.93
		Practitioner Level 3, In-Clinic	90810	U3	U6			50.02	Practitioner Level 3, Out-of-Clinic	90810	U3	U7			61.13
		Practitioner Level 4, In-Clinic	90810	U4	U6			33.83	Practitioner Level 4, Out-of-Clinic	90810	U4	U7			40.59
		Practitioner Level 5, In-Clinic	90810	U5	U6			25.21	Practitioner Level 5, Out-of-Clinic	90810	U5	U7			30.25
	~45-50 minutes	Practitioner Level 2, In-Clinic	90812	U2	U6			116.90	Practitioner Level 2, Out-of-Clinic	90812	U2	U7			140.28
		Practitioner Level 3, In-Clinic	90812	U3	U6			90.03	Practitioner Level 3, Out-of-Clinic	90812	U3	U7			110.04
		Practitioner Level 4, In-Clinic	90812	U4	U6			60.89	Practitioner Level 4, Out-of-Clinic	90812	U4	U7			73.07
		Practitioner Level 5, In-Clinic	90812	U5	U6			45.38	Practitioner Level 5, Out-of-Clinic	90812	U5	U7			54.46
	~75-90 minutes	Practitioner Level 2, In-Clinic	90814	U2	U6			194.84	Practitioner Level 2, Out-of-Clinic	90814	U2	U7			233.80
		Practitioner Level 3, In-Clinic	90814	U3	U6			150.05	Practitioner Level 3, Out-of-Clinic	90814	U3	U7			183.39
		Practitioner Level 4, In-Clinic	90814	U4	U6			101.48	Practitioner Level 4, Out-of-Clinic	90814	U4	U7			121.78
		Practitioner Level 5, In-Clinic	90814	U5	U6			75.64	Practitioner Level 5, Out-of-Clinic	90814	U5	U7			90.76
Unit Value	1 encounter								Maximum Daily Units	1 unit					
Initial Authorization	24 units								Re-Authorization	24 units					
Authorization Period	180 days								Utilization Criteria	LOCUS scores:1-6					

## Individual Counseling

Service Definition	<p>A therapeutic intervention or counseling service shown to be successful with identified populations, diagnoses and service needs, provided by a qualified clinician. Techniques employed involve the principles, methods and procedures of counseling that assist the person in identifying and resolving personal, social, vocational, intrapersonal and interpersonal concerns. Services are directed toward achievement of specific goals defined by the individual consumer and specified in the Individualized Recovery Plan. These services address goals/issues such as promoting recovery, and the restoration, development, enhancement or maintenance of:</p> <ol style="list-style-type: none"> <li>1. illness and medication self-management knowledge and skills (e.g. symptom management, behavioral management, relapse prevention skills, knowledge of medications and side effects, and motivational/skill development in taking medication as prescribed);</li> <li>2. problem solving and cognitive skills;</li> <li>3. healthy coping mechanisms;</li> <li>4. adaptive behaviors and skills;</li> <li>5. interpersonal skills; and</li> <li>6. knowledge regarding mental illness, substance related disorders and other relevant topics that assist in meeting the individual's or the support system's needs.</li> </ol> <p>Best/evidence based practice modalities may include (as clinically appropriate): Motivational Interviewing/Enhancement, Cognitive Behavioral Therapy, Behavioral Modification, Behavioral Management, Rational Behavioral Therapy, Dialectical Behavioral Therapy, and others as appropriate to the individual and clinical issues to be addressed.</p>
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual must have a primary mental illness/substance-related disorder diagnosis that is at least destabilizing (markedly interferes with the ability to carry out activities of daily living or places others in danger) or distressing (causes mental anguish or suffering); <b>and</b></li> <li>2. The individual's level of functioning does not preclude the provision of services in an outpatient milieu.</li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet admission criteria; <b>and</b>.</li> <li>2. Individual demonstrates documented progress relative to goals identified in the Individualized Recovery Plan, but treatment goals have not yet been achieved.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Goals of the Individualized Recovery Plan have been substantially met; <b>or</b></li> <li>3. Individual requests discharge and individual is not in imminent danger of harm to self or others; <b>or</b></li> <li>4. Transfer to another service is warranted by change in individual's condition; <b>or</b></li> <li>5. Individual requires a service approach that supports less or more intensive need.</li> </ol>
Service Exclusions	ACT and Crisis Stabilization Unit services
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Severity of behavioral health impairment precludes provision of services.</li> <li>2. Severity of cognitive impairment precludes provision of services in this level of care.</li> <li>3. There is a lack of social support systems such that a more intensive level of service is needed.</li> <li>4. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder and traumatic brain injury.</li> </ol>
Required Components	The treatment orientation, modality and goals must be specified and agreed upon by the individual.
Clinical Operations	Practitioners and supervisors of those providing this service are expected to maintain knowledge and skills regarding current research trends in best/evidence based counseling practices.

## Legal Skills / Competency Training

Transaction Code		Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod4	Rate
Patient Education, Not otherwise Classified, Non-Physician Provider, Individual per Session			S9445	H9				
Patient Education, Not otherwise Classified, Non-Physician Provider, Group per Session			S9446	H9				
Unit Value	15 minutes (1 Session = 1 Unit = 15 minutes)	Utilization Criteria		Available to anyone with a court order for competency restoration.				
Service Definition	A therapeutic interaction shown to be successful with mentally ill or developmentally disabled individuals involved with the criminal justice system. Services are directed toward achievement of specific goals defined in a Court Order and/or pretrial forensic report. Services will address goals/issues related to development or restoration of skills related to competency to stand trial. This would include some or all of the following: 1) Communication skills that enable the individual to effectively convey information to another 2) Listening skills that allow the individual to summarize information heard, maintain attention, and identify false statements 3) Decision making skills to aid in responding to well-explained alternatives 4) Knowledge of the role of courtroom participants and procedures 5) Understanding of the adversarial nature of legal proceedings and one's role as a defendant							
Admission Criteria	1. Individuals must have a court order authorizing community restoration for competency and 2. The individual's level of functioning does not preclude the provision of services in an outpatient milieu.							
Continuing Stay Criteria	1. Individual continues to be incompetent to stand trial or is presently competent, but needs additional intervention or refresher sessions to maintain competency until trial; <b>and</b> 2. Individual remains under a court order that authorizes competency restoration.							
Discharge Criteria	1. Individual is presently competent to stand trial as determined by a DHR Forensic Evaluator or judge and not in need of ongoing training to maintain competency for trial. 2. Individual continues to be incompetent to stand trial and it has been determined by a DHR Forensic Evaluator or judge that the individual is not restorable <b>or</b> 3. Individual has participated in this service for 12 consecutive months; <b>or</b> 4. Transfer to another service/level of care is warranted by change in individual's condition; <b>or</b> 5. Individual requires more intensive services.							
Clinical Exclusions	Individual presents significant and imminent risk to self or other such that a more intensive level of service is needed.							
Required Components	1. The functional goals addressed through this service must be specified. 2. Any service >3 hours in a given day (combination of individual legal/competency skills training, group legal/competency skills training) is subject to scrutiny by the ERO. 3. Provider shall notify DHR Evaluator Contact of decompensation in consumer mental status or need for more intensive services. 4. Provider shall notify DHR Evaluator Contact in a timely manner of either of the following situations: a. the individual appears to have attained competency b. it is determined that the individual has achieved maximum benefits 5. Practitioners are to utilize accepted or established competency training materials consistent with best practices. (Practitioners may request sample materials from							

	DBHDD's Office of Forensic Services and may submit proposed materials for review.)
Staffing Requirements	1. Training is provided by staff with a minimum education of bachelor's degree. 2. For Individual Interventions: Maximum consumer to staff ratio cannot be more than one consumer to one direct service staff. 3. For Group Interventions: Maximum consumer to staff ratio cannot be more than 10 consumers to one direct service staff. 4. Practitioners providing this service are expected to maintain knowledge and skills regarding group training and competency restoration.
Service Accessibility	1. Consumers will be referred by the Director of Forensic Services or designee at the state hospital in the catchment area of the provider. 2. The provider will notify the referring state hospital if the consumer appears to be competent, is not likely to ever become competent, or is in need of more intensive services.
Additional Medicaid Requirements	This is not a Medicaid reimbursable service.
Reporting and Billing Requirements	Provider shall report to DBHDD's Office of Forensic Services quarterly (March 31, June 30, September 30, and December 31) the names of consumers served and for each consumer, the date and type of service (individual or group) and the number of 15-minute units delivered (e.g. 60 minute group = 4 units of S9446 H9)

Medication Administration														
Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Comprehensive Medication Services	Practitioner Level 2, In-Clinic	H2010	U2	U6			\$33.40	Practitioner Level 2, Out-of-Clinic	H2010	U2	U7			\$42.51
	Practitioner Level 3, In-Clinic	H2010	U3	U6			\$25.39	Practitioner Level 3, Out-of-Clinic	H2010	U3	U7			\$33.01
	Practitioner Level 4, In-Clinic	H2010	U4	U6			\$17.40	Practitioner Level 4, Out-of-Clinic	H2010	U4	U7			\$22.14
	Practitioner Level 5, In-Clinic	H2010	U5	U6			\$12.97							
Therapeutic, prophylactic or diagnostic injection	Practitioner Level 2, In-Clinic	96372	U2	U6			\$33.40	Practitioner Level 2, Out-of-Clinic	96372	U2	U7			\$42.51
	Practitioner Level 3, In-Clinic	96372	U3	U6			\$25.39	Practitioner Level 3, Out-of-Clinic	96372	U3	U7			\$33.01
	Practitioner Level 4, In-Clinic	96372	U4	U6			\$17.40	Practitioner Level 4, Out-of-Clinic	96372	U4	U7			\$22.14
Alcohol, and/or drug services, methadone administration and/or service (provision of the drug by a licensed program)								For individuals who need opioid maintenance, the Opioid Maintenance service should be requested						
Unit Value	1 encounter							Maximum Daily Units		1 encounter				
Initial Authorization*	With the submission of MICP Registration - 6 units shared With the submission of MICP New Episode: H2010 & 96372= 60 units shared							Re-Authorization*		H2010 & 96372= 60 units shared				



Medication Administration			
Authorization Period*	180 days	Utilization Criteria	<u>LOCUS scores:1-6</u>
Service Definition	<p>As reimbursed through this service, medication administration includes the act of introducing a drug (any chemical substance that, when absorbed into the body of a living organism, alters normal bodily function) into the body of another person by any number of routes including, but not limited to the following: oral, nasal, inhalant, intramuscular injection, intravenous, topical, suppository or intraocular. Medication administration requires a physician's order and must be administered by licensed or credentialed* medical personnel under the supervision of a physician or registered nurse in accordance with O.C.G.A.</p> <p>The service must include:</p> <ol style="list-style-type: none"> <li>1. An assessment by the licensed/credentialed medical personnel administering the medication of the individual's physical/psychological/behavioral status in order to make recommendations regarding whether to continue medication and/or its means of administration and whether to refer the individual to the physician for medication review.</li> <li>2. Education to the individual and/or family/responsible caregiver(s), by appropriate licensed medical personnel, on the proper administration and monitoring of prescribed medication in accordance with the youth's resiliency plan.</li> </ol>		
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual presents symptoms that are likely to respond to pharmacological interventions; <b>and</b></li> <li>2. Individual has been prescribed medications as a part of the treatment array; <b>and</b></li> <li>3. Individual /family/responsible caregiver is unable to self-administer/administer prescribed medication because:               <ol style="list-style-type: none"> <li>a. Although the individual is willing to take the prescribed medication, it is in an injectable form and must be administered by licensed medical personnel; <b>or</b></li> <li>b. Although individual is willing to take the prescribed medication, it is a Class A controlled substance which must be stored and dispensed by medical personnel in accordance with state law; <b>or</b></li> <li>c. Administration by licensed/credentialed medical personnel is necessary because an assessment of the individual's physical, psychological and behavioral status is required in order to make a determination regarding whether to continue the medication and/or its means of administration and/or whether to refer the individual to the physician for a medication review.</li> <li>d. Due to the family/caregiver's lack of capacity there is no responsible party to manage/supervise self-administration of medication (refer individual /family for CSI and/or Family or Group Training in order to teach these skills)</li> </ol> </li> </ol>		
Continuing Stay Criteria	Individual continues to meet admission criteria.		
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Individual no longer needs medication; <b>or</b></li> <li>2. Individual is able to self-administer medication; <b>and</b></li> <li>3. Adequate continuing care plan has been established</li> </ol>		
Service Exclusions	<ol style="list-style-type: none"> <li>1. Does not include medication given as part of an Ambulatory Detoxification protocol. Medication administered as part of this protocol is billed as Ambulatory Detoxification.</li> <li>2. Must not be billed in the same day as Nursing Assessment.</li> <li>3. Must not be billed while enrolled in ACT except if this Medication Administration service is utilized only for the administration of methadone (for Medicaid recipients).</li> <li>4. May not be billed in conjunction with Intensive Day Treatment (Partial Hospitalization).</li> </ol>		
Clinical Exclusions	This service does <b>not</b> cover supervision of self-administration of medications. Self-administration of medications can be done by anyone physically and mentally capable of taking or administering medications to himself/herself. Youth and adults with mental health issues, or developmental disabilities are very often capable of self-administration of medications even if supervision by others is needed in order to adequately or safely manage self-administration of medication and other activities of daily		

Medication Administration	
	living.
Required Components	<ol style="list-style-type: none"> <li>1. There must be a physician's order for the medication and for the administration of the medication. The order must be in the individual's chart. Telephone/verbal orders are acceptable provided they are signed by the physician in accordance with DBHDD standards.</li> <li>2. Documentation must support that the individual is being trained in the risks and benefits of the medications being administered and that symptoms are being monitored by the staff member administering the medication.</li> <li>3. Documentation must support the medical necessity of administration by licensed/credentialed medical personnel rather than by the individual, family or caregiver.</li> <li>4. Documentation must support that the individual is being trained in the principle of self-administration of medication or that the individual is physically or mentally unable to self-administer. This documentation will be subject to scrutiny by the External Review Organization in reauthorizing services in this category.</li> <li>5. This service does <b>not</b> include the supervision of self-administration of medication.</li> </ol>
Staffing Requirements	Qualified Medication Aides working in a Community Living Arrangement (CLA) may administer medication only in a CLA
Clinical Operations	<ol style="list-style-type: none"> <li>1. Medication administration may not be billed for the provision of single or multiple doses of medication that a consumer has the ability to self-administer, either independently or with supervision by a caregiver, either in a clinic or a community setting. In a group home/CCI setting, for example, medications may be managed by the house parents or residential care staff and kept locked up for safety reasons. Staff may hand out medication to the residents but this does not constitute administration of medication for the purposes of this definition and, like other watchful oversight and monitoring functions, are not reimbursable treatment services.</li> <li>2. If consumer/family requires training in skills needed in order to learn to manage his/her own medications and their safe self-administration and/or supervision of self-administration, this skills training service can be provided via the Community Support or Family/Group Training services in accordance with the person's individualized recovery/resiliency plan.</li> </ol>
Additional Medicaid Requirements	As in all other settings, the daily maximum within a CSU for Medication Administration is 1 unit/day.

Nursing Assessment and Health Services														
Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Nursing Assessment/ Evaluation	Practitioner Level 2, In-Clinic	T1001	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	T1001	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	T1001	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	T1001	U3	U7			\$36.68
	Practitioner Level 4, In-Clinic	T1001	U4	U6			\$20.30	Practitioner Level 4, Out-of-Clinic	T1001	U4	U7			\$24.36
RN Services, up to 15 minutes	Practitioner Level 2, In-Clinic	T1002	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	T1002	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	T1002	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	T1002	U3	U7			\$36.68

## Nursing Assessment and Health Services

LPN Services, up to 15 minutes	Practitioner Level 4, In-Clinic	T1003	U4	U6	\$20.30	Practitioner Level 4, Out-of-Clinic	T1003	U4	U7	\$24.36
Health and Behavior Assessment, Face-to-Face w/ Patient, Initial Assessment	Practitioner Level 2, In-Clinic	96150	U2	U6	\$38.97	Practitioner Level 2, Out-of-Clinic	96150	U2	U7	\$46.76
	Practitioner Level 3, In-Clinic	96150	U3	U6	\$30.01	Practitioner Level 3, Out-of-Clinic	96150	U3	U7	\$36.68
	Practitioner Level 4, In-Clinic	96150	U4	U6	\$20.30	Practitioner Level 4, Out-of-Clinic	96150	U4	U7	\$24.36
Health and Behavior Assessment, Face-to-Face w/ Patient, Re-assessment	Practitioner Level 2, In-Clinic	96151	U2	U6	\$38.97	Practitioner Level 2, Out-of-Clinic	96151	U2	U7	\$46.76
	Practitioner Level 3, In-Clinic	96151	U3	U6	\$30.01	Practitioner Level 3, Out-of-Clinic	96151	U3	U7	\$36.68
	Practitioner Level 4, In-Clinic	96151	U4	U6	\$20.30	Practitioner Level 4, Out-of-Clinic	96151	U4	U7	\$24.36
Unit Value	15 minutes					Maximum Daily Units	16 units (32 for Ambulatory Detox)			
Initial Authorization	With the submission of MICP Registration -12 units With the submission of MICP New Episode- 60 units					Re-Authorization	60 units			
Auth Period	180 days					Utilization Criteria	LOCUS scores:1-6			
Service Definition	This service requires face-to-face contact with the individual to monitor, evaluate, assess, and/or carry out a physician's orders regarding the physical and/or psychological problems of the individual. It includes: 1) Providing nursing assessments and interventions to observe, monitor and care for the physical, nutritional, behavioral health and related psychosocial issues, problems or crises manifested in the course of an individual's treatment; 2) Assessing and monitoring individual's response to medication(s) to determine the need to continue medication and/or to determine the need to refer the individual to a physician for a medication review; 3) Assessing and monitoring an individual's medical and other health issues that are either directly related to the mental health or substance related disorder, or to the treatment of the disorder (e.g. diabetes, cardiac and/or blood pressure issues, substance withdrawal symptoms, weight gain and fluid retention, seizures, etc); 4) Consulting with the individual and individual-identified family and significant other(s) about medical, nutritional and other health issues related to the individual's mental health or substance related issues; 5) Educating the individual and any identified family about potential medication side effects (especially those which may adversely affect health such as weight gain or loss, blood pressure changes, cardiac abnormalities, development of diabetes or seizures, etc); 6) Consulting with the individual and the individual-identified family and significant other(s) about the various aspects of informed consent (when prescribing occurs/APRN); 7) Training for self-administration of medication; and 8) Venipuncture required to monitor and assess mental health, substance disorders or directly related conditions, and to monitor side effects of psychotropic medications, as ordered by a Licensed Physician, Physician Assistant or Advanced Practice Nurse. 9) Providing assessment, testing, and referral for infectious diseases.									

## Nursing Assessment and Health Services

Admission Criteria	1. Individual presents with symptoms that are likely to respond to medical/nursing interventions; <b>or</b> 2. Individual has been prescribed medications as a part of the treatment array or has a confounding medical condition.
Continuing Stay Criteria	1. Individual continues to demonstrate symptoms that are likely to respond to or are responding to medical interventions; <b>or</b> 2. Individual exhibits acute disabling conditions of sufficient severity to bring about a significant impairment in day-to-day functioning; <b>or</b> 3. Individual demonstrates progress relative to goals identified in the Individualized Recovery Plan, but treatment goals have not yet been achieved.
Discharge Criteria	1. An adequate continuing care plan has been established; <b>and one or more of the following:</b> 2. Individual no longer demonstrates symptoms that are likely to respond to or are responding to medical/nursing interventions; <b>or</b> 3. Goals of the Individualized Recovery Plan have been substantially met; <b>or</b> 4. Individual requests discharge and individual is not in imminent danger of harm to self or others.
Service Exclusions	ACT, Medication Administration, Opioid Maintenance.
Clinical Exclusions	Routine nursing activities that are included as a part of medication administration/methadone administration
Required Components	1. Nutritional assessments indicated by an individual's confounding health issues may be billed under this code (96150, 96151). No more than 8 units specific to nutritional assessments can be billed for an individual within a year. This specific assessment must be provided by a Registered Nurse or by a Licensed Dietician. 2. This service does <b>not</b> include the supervision of self-administration of medication. 3. Each nursing contact should document the checking of vital signs (Temperature, Pulse, Blood Pressure, Respiratory Rate, and weight, if medically indicated or if related to behavioral health symptom or behavioral health medication side effect) in accordance with general psychiatric nursing practice. 4. Nursing assessments will assess health risks, health indicators, and health conditions given that behavioral health conditions, behavioral health medications, and physical health are intertwined. Personal/family history of Diabetes, Hypertension, and Cardiovascular Disease should be explored as well as tobacco use history, substance use history, blood pressure status, and Body Mass Index (BMI). Any sign of major health concerns should yield a medical referral to a primary health care physician/center.
Clinical Operations	1. Venipuncture services must include documentation that includes canula size, insertion site, number of attempts, location, and consumer tolerance of procedure. 2. All nursing procedures must include relevant consumer centered education regarding the procedure.
Additional Medicaid Requirements	The daily maximum within a CSU for Nursing Assessment and Health Services is 5 units/day.

## Pharmacy & Lab

Service Definition	Pharmacy and Lab Services include operating or purchasing services to order, package, and distribute prescription medications. It includes provision of assistance to consumers to access indigent medication programs, sample medication programs and payment for necessary medications when no other funding source is available. This service provides for appropriate lab work, such as drug screens and medication levels to be performed. This service is to ensure that necessary medication and lab services are not withheld or delayed to consumers based on inability to pay.
Admission Criteria	Individual has been assessed by a prescribing professional to need a psychotropic, anti-cholinergic, addiction specific, or anti-convulsant (as related to behavioral health issue) medication and/or lab work required for persons entering services, and/or monitoring medication levels.
Continuing Stay Criteria	Individual continues to meet the admission criteria as determined by the prescribing professional
Discharge Criteria	1. Individual no longer demonstrates symptoms that are likely to respond to or are responding to pharmacologic interventions; <b>or</b> 2. Individual requests discharge and individual is not imminently dangerous or under court order for this intervention.
Required Components	1. Service must be provided by a licensed pharmacy or through contract with a licensed pharmacy. 2. Agency must participate in any pharmaceutical rebate programs or pharmacy assistance programs that promote consumer access in obtaining medication. 3. Providers shall assist consumers who have an inability to pay for medications in accessing the local Division of Family & Children Services or the Social Security Administration to explore options for Medicaid eligibility.
Additional Medicaid Requirements	Not a Medicaid Rehabilitation Option "service." Medicaid recipients may access the general Medicaid pharmacy program as defined by the Department of Community Health.
Reporting and Billing Requirements	The agency shall adhere to expectations set forth in its contract for reporting related information.

## Psychiatric Treatment

Transaction Code		Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Individual Psychotherapy, insight oriented,	~20-30 minutes	Practitioner Level 1, In-Clinic	90805	U1	U6			97.02	Practitioner Level 2, In-Clinic	90805	U2	U6			64.95
		Practitioner Level 1, Out-of-Clinic	90805	U1	U7			123.48	Practitioner Level 2, Out-of-Clinic	90805	U2	U7			77.93

## Psychiatric Treatment

behavior-modifying and/or supportive, face-to-face with patient with medical evaluation and mgt. services.	45-50 minutes	Practitioner Level 1, In-Clinic	90807	U1	U6		174.63	Practitioner Level 2, In-Clinic	90807	U2	U6		116.90
		Practitioner Level 1, Out-of-Clinic	90807	U1	U7		222.26	Practitioner Level 2, Out-of-Clinic	90807	U2	U7		140.28
Pharmacological Management		Practitioner Level 1, In-Clinic	90862	U1	U6		58.21	Practitioner Level 2, In-Clinic	90862	U2	U6		38.97
		Practitioner Level 1, Via interactive audio and video telecommunication systems	90862	GT	U1		58.21	Practitioner Level 2, Via interactive audio and video telecommunication systems	90862	GT	U2		38.97
		Practitioner Level 1, Out-of-Clinic	90862	U1	U7		74.09	Practitioner Level 2, Out-of-Clinic	90862	U2	U7		46.76
Unit Value	1 encounter							Maximum Daily Units	1 unit (see qualifier in definition below)				
Initial Authorization	12 units							Re-Authorization	12 units				
Authorization Period	180 days								Utilization Criteria	LOCUS scores: 1-6			
Service Definition	The provision of specialized medical and/or psychiatric services that include, but are not limited to: a. Psychotherapeutic services with medical evaluation and management including evaluation and assessment of physiological phenomena (including co-morbidity between behavioral and physical health care issues); b. Assessment and monitoring of an individual's status in relation to treatment with medication, c. Assessment of the appropriateness of initiating or continuing services.  Individuals must receive appropriate medical interventions as prescribed and provided by a physician (or physician extender) that shall support the individualized goals of recovery as identified by the individual and their Individualized Recovery Plan (within the parameters of the person's informed consent).												
Admission Criteria	1. Individual is determined to be in need of psychotherapy services and has confounding medical issues which interact with behavioral health diagnosis, requiring medical oversight; <b>or</b> 2. Individual has been prescribed medications as a part of the treatment array												
Continuing Stay Criteria	1. Individual continues to meet the admission criteria; <b>or</b> 2. Individual exhibits acute disabling conditions of sufficient severity to bring about a significant impairment in day-to-day functioning; <b>or</b> 3. Individual continues to present symptoms that are likely to respond to pharmacological interventions; <b>or</b> 4. Individual continues to demonstrate symptoms that are likely to respond or are responding to medical interventions; <b>or</b> 5. Individual continues to require management of pharmacological treatment in order to maintain symptom remission.												
Discharge Criteria	1. An adequate continuing care plan has been established; <b>and one or more of the following:</b> 2. Individual has withdrawn or been discharged from service; <b>or</b> 3. Individual no longer demonstrates symptoms that need pharmacological interventions.												

## Psychiatric Treatment

Service Exclusions	Not offered in conjunction with ACT
Clinical Exclusions	Services defined as a part of ACT
Required Components	Telemedicine may be utilized for an initial Psychiatric Diagnostic Examination as well as for ongoing Psychiatric Diagnostic Examination via the use of appropriate procedure codes with the GT modifier.
Clinical Operations	<ol style="list-style-type: none"> <li>1. In accordance with recovery philosophy, it is expected that individuals will be treated as full partners in the treatment regimen/services planned and received. As such, it is expected that practitioners will fully discuss treatment options with individuals and allow for individual choice when possible. Discussion of treatment options should include a full disclosure of the pros and cons of each option (e.g. full disclosure of medication/treatment regimen potential side effects, potential adverse reactions--including potential adverse reaction from not taking medication as prescribed, and expected benefits). If such full discussion/disclosure is not possible or advisable according to the clinical judgment of the practitioner, this should be documented in the individual's chart (including the specific information that was not discussed and a compelling rationale for lack of discussion/disclosure).</li> <li>2. Assistive tools, technologies, worksheets, etc. can be used by the served individual to facilitate communication about treatment, symptoms, improvements, etc. with the treating practitioner.</li> </ol>
Service Accessibility	Telemedicine is the use of medical information exchanged from one site to another via electronic communications to improve a patient's health. Electronic communication means the use of interactive telecommunications equipment that includes, at a minimum, audio and video equipment permitting two-way, real time interactive communication between the patient, and the physician or practitioner at the distant site.
Additional Medicaid Requirements	<ol style="list-style-type: none"> <li>1. The daily maximum within a CSU for Pharmacologic Management is 1 unit/day.</li> <li>2. Even if a physician also has his/her own Medicaid number, the physician providing behavioral health treatment and care through this code should bill via the approved provider agency's Medicaid number through the Medicaid Category of Service (COS) 440.</li> </ol>
Reporting and Billing Requirements	<ol style="list-style-type: none"> <li>1. Within this service group, a second unit with a U1 modifier may be used in the event that a Telemedicine Psychiatric Treatment unit is provided and it indicates a need for a face-to-face assessment (e.g. 90862GTU1 is billed and it is clinically indicated that a face-to-face by an on-site physician needs to immediately follow based upon clinical indicators during the first intervention, then 90862U1, can also be billed in the same day).</li> <li>2. Within this service group, there is an allowance for when a U2 practitioner conducts an intervention and, because of clinical indicators presenting during this intervention, a U1 practitioner needs to provide another unit due to the concern of the U2 supervisee (e.g. Physician's Assistant provides and bills 90805U2U6 and because of concerns, requests U1 intervention following his/her billing of U2 intervention). The use of this practice should be rare and will be subject to additional utilization review scrutiny.</li> </ol>



## Psychological Testing: Psychological Testing – Psycho-diagnostic assessment of emotionality, intellectual abilities, personality and psycho-pathology

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
per hr of psychologist or physician time, both face-to-face w/ the patient and time interpreting test results and preparing report)	Practitioner Level 2, In-Clinic	96101	U2	U6			\$155.87	Practitioner Level 2, Out-of-Clinic	96101	U2	U7			\$187.04
w/ qualified healthcare professional interpretation and report, administered by technician, per hr of technician time, face-to-face	Practitioner Level 3, In-Clinic	96102	U3	U6			\$120.04	Practitioner Level 4, In-Clinic	96102	U4	U6			\$81.18
	Practitioner Level 3, Out-of-Clinic	96102	U3	U7			\$146.71	Practitioner Level 4, Out-of-Clinic	96102	U4	U7			\$97.42
Unit Value	1 hour							Maximum Daily Units	5 units					
Initial Authorization	5 units							Re-Authorization	5 units					
Authorization Period	180 days							Utilization Criteria	LOCUS scores:1-6					
Service Definition	Psychological testing consists of a face-to-face assessment of emotional functioning, personality, cognitive functioning (e.g. thinking, attention, memory) or intellectual abilities using an objective and standardized tool that has uniform procedures for administration and scoring and utilizes normative data upon which interpretation of results is based.													
	Psychological tests are only administered and interpreted by those who are properly trained in their selection and application. The practitioner administering the test ensures that the testing environment does not interfere with the performance of the examinee and ensures that the environment affords adequate protections of privacy and confidentiality.													
	This service covers both the face-to-face administration of the test instrument(s) by a qualified examiner as well as the time spent by a psychologist or physician (with the proper education and training) interpreting the test results and preparing a written report.													
Admission Criteria	1. A known or suspected mental illness or substance-related disorder; and 2. Initial screening/intake information indicates a need for additional undetermined supports and recovery/resiliency planning; and Individual meets Core Customer eligibility.													
Continuing Stay Criteria	The Individual's situation/functioning has changed in such a way that previous assessments are outdated.													
Discharge Criteria	Each intervention is intended to be a discrete time-limited service that modifies treatment/support goals or is indicated due to change in illness/disorder.													

## Psychological Testing: Psychological Testing – Psycho-diagnostic assessment of emotionality, intellectual abilities, personality and psycho-pathology

Required Components	<ol style="list-style-type: none"> <li>1. There may be no more than one comprehensive battery of 96101 and 96102 provided to one individual within a year.</li> <li>2. There may be no more than 10 combined hours of 96101 and 96012 provided to one individual within a year.</li> </ol>
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## Service Plan Development

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Service Plan Development	Practitioner Level 2, In-Clinic	H0032	U2	U6			\$38.97	Practitioner Level 2, Out-of-Clinic	H0032	U2	U7			\$46.76
	Practitioner Level 3, In-Clinic	H0032	U3	U6			\$30.01	Practitioner Level 3, Out-of-Clinic	H0032	U3	U7			\$36.68
	Practitioner Level 4, In-Clinic	H0032	U4	U6			\$20.30	Practitioner Level 4, Out-of-Clinic	H0032	U4	U7			\$24.36
	Practitioner Level 5, In-Clinic	H0032	U5	U6			\$15.13	Practitioner Level 5, Out-of-Clinic	H0032	U5	U7			\$18.15
Unit Value*	15 minutes							Maximum Daily Units*	24 units (Combined with H0031)					
Initial Authorization*	32 units (Combined with H0031 – Behavioral Health Assessment)							Re-Authorization*	32 units (Combined with H0031)					
Authorization Period*	180 days							Utilization Criteria	<u>LOCUS scores:</u> 1-6					
Service Definition	Individuals access this service when it has been determined through an assessment that the individual has mental health or addictive disease concerns. The Individualized Recovery Plan (IRP) results from the Diagnostic and Behavioral Health Assessments and is required within the first 30 days of service, with ongoing plans completed as demanded by individual consumer need and/or by service policy.													
	Information from a comprehensive assessment should ultimately be used to develop with the individual an IRP that supports recovery and is based on goals identified by the individual. Friends, family and other natural supports may be included at the discretion and direction of the individual for whom services/supports are being planned. Also, as indicated, medical, nursing, peer support, community support, nutritional staff, etc. should provide information from records, and various multi-disciplinary assessments for the development of the IRP.													
	The cornerstone component of the IRP involves a discussion with the individual regarding what recovery means to him/her personally (e.g. getting/keeping a job, having more friends/improved relationships, improvement of behavioral health symptoms, etc.), and the development of goals (i.e. outcomes) and objectives that are defined by and meaningful to the individual based upon his/her articulation of their recovery hopes. Concurrent with the development of the IRP, the individual should be offered the opportunity to develop an Advanced Directive for behavioral healthcare with the individual guiding the process through the free expression of their wishes and through his/her assessment of the components developed for the Advanced Directive as being realistic for him/her.													
	The entire process should involve the individual as a full partner and should focus on service and recovery goals/outcomes as identified by the individual.													

## Service Plan Development

	<p>Recovery planning shall set forth the course of care by:</p> <ul style="list-style-type: none"> <li>• Prioritizing problems and needs;</li> <li>• Stating goals which will honor achievement of stated hopes, choice, preferences and desired outcomes of the individual;</li> <li>• Assuring goals/objectives are related to the assessment;</li> <li>• Defining goals/objectives that are individualized, specific, and measurable with achievable timeframes;</li> <li>• Defining discharge criteria and desired changes in levels of functioning and quality of life to objectively measure progress;</li> <li>• Transition planning at onset of service delivery;</li> <li>• Selecting services and interventions of the right duration, intensity, and frequency to best accomplish these objectives;</li> <li>• Assuring there is a goal/objective that is consistent with the service intent; and</li> <li>• Identifying qualified staff who are responsible and designated for the provision of services.</li> </ul>
Admission Criteria	<ol style="list-style-type: none"> <li>1. A known or suspected mental illness or substance-related disorder; <b>and</b></li> <li>2. Initial screening/intake information indicates a need for additional undetermined supports and recovery/resiliency planning; <b>and</b></li> <li>3. Individual meets Core Customer eligibility.</li> </ol>
Continuing Stay Criteria	The individual's situation/functioning has changed in such a way that previous assessments are outdated.
Discharge Criteria	Each intervention is intended to be a discrete time-limited service that modifies treatment/support goals or is indicated due to change in illness/disorder.
Service Exclusions	Assertive Community Treatment
Required Components	The service plan must include elements articulated in the Documentation Guideline chapter in this Provider Manual.
Clinical Operations	<ol style="list-style-type: none"> <li>1. The individual consumer (and any other consumer-identified natural supports) should actively participate in planning processes.</li> <li>2. The Individualized Recovery Plan should be directed by the individual's personal recovery goals as defined by that individual.</li> <li>3. Advanced Directive/Crisis Planning shall be directed by the individual served and their needs/wishes to the extent possible and clinically appropriate. Plans should not contain elements/components that are not agreeable to, meaningful for, or realistic for the person and that the person is, therefore, not likely to follow through with.</li> <li>4. Guidelines for treatment planning are contained in the DBHDD Standards for Community Providers in this Provider Manual.</li> </ol>
Additional Medicaid Requirements	The daily maximum within a CSU for combined Behavioral Health Assessment and Service Plan Development is 24 units/day
Documentation Requirements	<ol style="list-style-type: none"> <li>1. The initial authorization/IRP and each subsequent authorization/IRP must be completed within the time-period specified by DBHDD.</li> <li>2. Every record must contain an IRP in accordance with these Service Guidelines and with the DBHDD Standards contained in this Provider Manual.</li> </ol>

## ADULT SPECIALTY SERVICES:

### Ambulatory Substance Abuse Detoxification

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Alcohol And/Or Drug Services; Ambulatory Detoxification	Practitioner Level 2, In-Clinic	H0014	U2	U6			38.97	Practitioner Level 4, In-Clinic	H0014	U4	U6			20.30
	Practitioner Level 3, In-Clinic	H0014	U3	U6			30.01							
Unit Value	15 minutes							Maximum Daily Units	32 units					
Initial Authorization	60 units							Re-Authorization	60 units					
Authorization Period	30 days							Utilization Criteria	LOCUS score: 4-Medically-monitored Non-Residential					
Service Definition	<p>This service is the medical monitoring of the physical process of withdrawal from alcohol or other drugs in an outpatient setting for those individuals with an appropriate level of readiness for behavioral change and level of community/social support. It is indicated when the individual experiences physiological dysfunction during withdrawal, but life or significant bodily functions are not threatened.</p> <p>This service must reflect ASAM (American Society of Addiction Medication) Levels I-D (Ambulatory Without Extended On-Site Monitoring) and II-D (Ambulatory With Extended Onsite Monitoring) and focuses on rapid stabilization and entry into the appropriate level of care/treatment based upon the ASAM guidelines placement criteria. These services may be provided in traditional Outpatient, Intensive Outpatient, Day Treatment, Intensive Day Treatment or other ambulatory settings.</p>													
Admission Criteria	<p>Individual has a Substance Related Disorder (ASAM PPC-2, Dimension-1) that is incapacitating, destabilizing or distressing. If the severity is incapacitating, there must be sufficient optimization in other dimensions of the individual's life to provide for safe detoxification in an outpatient setting, and individual meets the following three criteria:</p> <p>1. Individual is experiencing signs and symptoms of withdrawal, or there is evidence (based on history of substance intake, age, gender, previous withdrawal history, present symptoms, physical condition, and/or emotional/behavioral condition) that withdrawal is imminent; and the individual is assessed to be at minimal (Level I-D) to moderate (Level II-D) risk of severe withdrawal syndrome outside the program setting and can safely be managed at this service level; and</p> <p>2. Individual has no incapacitating physical or psychiatric complications that would preclude ambulatory detoxification services; and</p> <p>3. Individual is assessed as likely to complete needed detoxification and to enter into continued treatment or self-help recovery as evidenced by: 1) Individual or support persons clearly understand and are able to follow instructions for care, and 2) Individual has adequate understanding of and expressed interest to enter into ambulatory detoxification services, or 3) Individual has adequate support services to ensure commitment to completion of detoxification and entry into ongoing treatment or recovery, or 4) Individual evidences willingness to accept recommendations for treatment once withdrawal has been managed.</p>													
Continuing Stay Criteria	Individual's withdrawal signs and symptoms are not sufficiently resolved so that the individual can participate in self-directed recovery or ongoing treatment without the need for further medical or detoxification monitoring.													

## Ambulatory Substance Abuse Detoxification

Discharge Criteria	<ol style="list-style-type: none"> <li>1. Adequate continuing care plan has been established; and one or more of the following:</li> <li>2. Goals of the Individualized Recovery Plan have been substantially met; or</li> <li>3. Individual/family requests discharge and individual is not imminently dangerous; or</li> <li>4. Withdrawal signs and symptoms have failed to respond to treatment and have intensified (as confirmed by higher scores on CIWA-Ar or other comparable standardized scoring system) such that transfer to a more intensive level of detoxification service is indicated, or</li> <li>5. Individual has been unable to complete Level I-D/II-D despite an adequate trial.</li> </ol>
Service Exclusions	ACT, Nursing and Medication Administration (Medication administered as a part of Ambulatory Detoxification is not billed separately as Medication Administration.)
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Substance Abuse issue has incapacitated the individual in all aspects of daily living, there is resistance to treatment as in ASAM Dimension 4, relapse potential is high (Dimension 5), and the recovery environment is poor (Dimension 6).</li> <li>2. Concomitant medical condition and/or other behavioral health issues warrant inpatient/residential treatment.</li> <li>3. This service code does not cover detoxification treatment for cannabis, amphetamines, cocaine, hallucinogens and phencyclines.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. This service must be licensed by DCH/HFR under the Rules and Regulations for Drug Abuse Treatment Programs, 290-4-2.</li> <li>2. A physician's order in the individual's record is required to initiate ambulatory detoxification services. Verbal orders or those initiated by a Physician's Assistant or Clinical Nurse Specialist are acceptable provided the physician signs them within 24 hours or the next working day.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. The severity of the individual's symptoms, level of supports needed, and the physician's authorization for the service will determine the setting, as well as the amount of nursing and physician supervision necessary during the withdrawal process. The individual may or may not require medication, and 24-hour nursing services are not required. However, there is a contingency plan for "after hours" concerns/emergencies.</li> <li>2. Individuals receiving this service must have a qualifying diagnosis present in the medical record prior to the initiation of services. The diagnosis must be given by persons identified in O.C.G.A Practice Acts as qualified to provide a diagnosis. These practitioners include a licensed psychologist, a physician or a PA or APRN (NP and CNS-PMH) working in conjunction with a physician with an approved job description or protocol.</li> <li>3. In order for this service to have best practice impact, the Individualized Recovery/Resiliency Plan should consider group and individual counseling and training to fully support recovery.</li> </ol>

## Assertive Community Treatment

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Assertive Community Treatment	Practitioner Level 1, In-Clinic	H0039	U1	U6			\$32.46	Practitioner Level 3, Out-of-Clinic	H0039	U3	U7			\$32.46
	Practitioner Level 2, In-Clinic	H0039	U2	U6			\$32.46	Practitioner Level 4, Out-of-Clinic	H0039	U4	U7			\$32.46
	Practitioner Level 3, In-Clinic	H0039	U3	U6			\$32.46	Practitioner Level 5, Out-of-Clinic	H0039	U5	U7			\$32.46
	Practitioner Level 4, In-Clinic	H0039	U4	U6			\$32.46	Practitioner Level 1, Via interactive audio	H0039	GT	U1			\$32.46

## Assertive Community Treatment

							and video telecommunication systems					
	Practitioner Level 5, In-Clinic	H0039	U5	U6		\$32.46	Practitioner Level 2, Via interactive audio and video telecommunication systems	H0039	GT	U2		\$32.46
	Practitioner Level 1, Out-of-Clinic	H0039	U1	U7		\$32.46	Multidisciplinary Team Meeting	H0039	HT			\$0
	Practitioner Level 2, Out-of-Clinic	H0039	U2	U7		\$32.46						
Unit Value	15 minutes						Maximum Daily Units	96 units				
Initial Auth	240 units						Re-Authorization	240 units				
Auth Period	90 days						Utilization Criteria	LOCUS scores: 4-6				
Service Definition	<p>As described in the NAMI Manual for ACT, this is an Evidence Based Practice that is client-centered, recovery-oriented, and a highly intensive community based service for individuals who have serious and persistent mental illness. The individual's mental illness has significantly impaired his or her functioning in the community. The individual has been unsuccessfully treated in the traditional mental health service system because of his/her high level of mental health acuity. The use of the traditional clinic based services for the individual in the past or present have usually been greater than 8 hours of service per month. The recipient may have experienced chronic homelessness and/or criminal justice involvement; and may have had multiple and/or extended stays in state psychiatric/public hospitals. ACT provides a variety of interventions twenty-four (24) hours, seven days a week. The service utilizes a multidisciplinary mental health team from the fields of psychiatry, nursing, psychology, social work, substance abuse, and vocational rehabilitation; additionally, a Certified Peer Specialist is an active member of the ACT Team providing assistance with the development of natural supports, promoting socialization, and the strengthening of community living skills. The ACT Team works as one organizational unit providing community based interventions that are rehabilitative, intensive, integrated, and stage specific. Services emphasize social inclusiveness though relationship building and the active involvement in assisting individuals to achieve a stable and structured life style. The service providers must develop programmatic goals that clearly articulate the use of best/evidence-based practices for ACT recipients using co-occurring and trauma-informed service delivery and support. Practitioners of this service are expected to maintain knowledge and skills according to the current research trends in best/evidence-based practices. .ACT is a unique treatment model in which the majority of mental health services are directly provided internally by the ACT program in the recipient's natural environment. ACT services are individually tailored with each consumer to address his/her preferences and identified goals, which are the basis of the Individualized Recovery Plan (IRP). Based on the needs of the individual, services may include (in addition to those services provided by other systems):</p> <ol style="list-style-type: none"><li>1. Assistance to facilitate the individual's active participation in the development of the IRP;</li><li>2. Psycho educational and instrumental support to individuals and their identified family;</li><li>3. Crisis planning, Wellness Recovery Action Plan (WRAP), assessment, support and intervention;</li><li>4. Psychiatric assessment and care; nursing assessment and care; psychosocial and functional assessment which includes identification of strengths, skills, resources and needs;</li><li>5. Curriculum-based group treatment;</li><li>6. Individualized interventions, which may include:<ol style="list-style-type: none"><li>a. Identification, with the consumer, of barriers that impede the development of skills necessary for independent functioning in the community; as well as existing strengths which may aid the individual in recovery and goal achievement;</li><li>b. Support to facilitate recovery (including emotional/therapeutic support/assistance with defining what recovery means to the individual in order to assist individual with recovery-based goal setting and attainment);</li><li>c. Service and resource coordination to assist the individual with the acquisition and maintenance of recovery capital (i.e. gaining access to necessary internal and external rehabilitative, medical and other services) required for recovery initiation and self-maintenance;</li><li>d. Family counseling/training for individuals and their families (as related to the person's IRP);</li></ol></li></ol>											

## Assertive Community Treatment

	<ul style="list-style-type: none"> <li>e. Assistance to develop both mental illness and physical health symptom monitoring and illness self-management skills in order to identify and minimize the negative effects of symptoms which interfere with the individual's daily living (may include medication administration and/or observation and assistance with self- medication motivation and skills) and to promote wellness;</li> <li>f. Assistance with accessing entitlement benefits and financial management skill development;</li> <li>g. Motivational assistance to develop and work on goals related to personal development and school or work performance;</li> <li>h. Substance abuse counseling and intervention (e.g. motivational interviewing, stage based interventions, refusal skill development, cognitive behavioral therapy, psycho educational approaches, instrumental support such as helping individual relocate away from friends/neighbors who influence drug use, relapse prevention planning and techniques etc);</li> <li>i. Individualized, restorative one-to-one psychosocial rehabilitation and skill development, including assistance in the development of interpersonal/social and community coping and functional skills (i.e. adaptation/functioning in home, school and work environments);</li> <li>j. Psychotherapeutic techniques involving the in depth exploration and treatment of interpersonal and intrapersonal issues, including trauma issues; and</li> <li>k. Any necessary monitoring and follow-up to determine if the services accessed have adequately met the individual's needs.</li> <li>l. Individuals receiving this intensive level of community support are expected to experience increased community tenure and decreased frequency and/or duration of hospitalization/crisis services. Through individualized, team-based supports, it is expected that individuals will achieve housing stability, decreased symptomatology (or a decrease in the debilitating effects of symptoms), improved social integration and functioning, and increased movement toward self-defined recovery.</li> </ul>
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individuals with serious and persistent mental illness that seriously impairs the ability to live in the community. <b>Priority</b> is given to people recently discharged from an institutional setting with schizophrenia, other psychotic disorders, or bipolar disorder, because these illnesses more often cause long-term psychiatric disability; <b>and</b></li> <li>2. Individuals with significant functional impairments as demonstrated by the need for assistance in 3 or more of the following areas which despite support from a care giver or behavioral health staff continues to be an area that the individual cannot complete:             <ol style="list-style-type: none"> <li>a. Maintaining personal hygiene;</li> <li>b. Meeting nutritional needs;</li> <li>c. Caring for personal business affairs;</li> <li>d. Obtaining medical, legal, and housing services;</li> <li>e. Recognizing and avoiding common dangers or hazards to self and possessions;</li> <li>f. Persistent or recurrent failure to perform daily living tasks except with significant support or assistance from others such as friends, family, or relatives;</li> <li>g. Employment at a self-sustaining level or inability to consistently carry out homemaker roles (e.g., household meal preparation, washing clothes, budgeting or childcare tasks and responsibilities);</li> <li>h. Maintaining a safe living situation (e.g., evicted from housing, or recent loss of housing, or imminent risk of loss of housing); <b>and</b></li> </ol> </li> <li>3. Past (within 180 days of admission) or current response to other community-based intensive behavioral health treatment has shown minimal effectiveness (e.g. Psychosocial Rehabilitation, CS, etc).* Admission documentation must include evidence to support this criterion.</li> <li>4. Individuals with <b>two or more of the following issues</b> that are indicators of continuous high-service needs (i.e., greater than 8 hours of service per month):             <ol style="list-style-type: none"> <li>a. High use of acute psychiatric hospitals or crisis/emergency services including mobile, in-clinic or crisis residential (e.g., 3 or more admissions in a year) or extended hospital stay (60 days in the past year) or psychiatric emergency services.</li> <li>b. Persistent, recurrent, severe, or major symptoms that place the individual at risk of harm to self or others (e.g., command hallucinations, suicidal ideations or gestures, homicidal ideations or gestures, self harm).</li> <li>c. Coexisting substance use disorder of significant duration (e.g., greater than 6 months) or co-diagnosis of substance abuse.</li> </ol> </li> </ol>



## Assertive Community Treatment

	<ol style="list-style-type: none"> <li>d. High risk for or a recent history of criminal justice involvement related to mental illness (e.g., arrest and incarceration).</li> <li>e. Chronically homeless (e.g., 1 extended episode of homelessness for a year, or 4 episodes of homelessness within 3 years).</li> <li>f. Residing in an inpatient bed (i.e., state hospital, community hospital, CSU) or in a supervised community residence, but clinically assessed to be able to live in a more independent living situation if intensive services are provided, or requiring a residential or institutional placement if more intensive services are not available.</li> <li>g. Inability to participate in traditional clinic-based services (must provide evidence of multiple agency trials if this is the only requirement met on the list).</li> </ol> <p>* If the individual meets one or more of the criteria below, criteria #3 above is waived. All other requirements (criterion 1, 2, &amp; 4) must be met:</p> <ol style="list-style-type: none"> <li>a. Individual is transitioning from a state forensic unit or group home on a Conditional Release order; or</li> <li>b. Within the last 180 days, the individual has been incarcerated 2 or more times related to a behavioral health condition; or</li> <li>c. Within the last 180 days, individual has been admitted to a psychiatric hospital or crisis stabilization unit 2 or more times.</li> </ol>
Continuing Stay Criteria	<p>Individual meets two (2) or more of the requirements below:</p> <ol style="list-style-type: none"> <li>1. Individual has been admitted to an inpatient psychiatric hospital and/or received crisis intervention services one or more times in the past six (6) months;</li> <li>2. Individual has had contact with Police/Criminal Justice System due to behavioral health problems in the past six (6) months;</li> <li>3. Individual has displayed inability to maintain stable housing in the community due to behavioral health problems during the past six (6) months;</li> <li>4. Individual continues to demonstrate significant functional impairment s and/or difficulty developing a natural support system which allows for consistent maintenance of medical, nutritional, financial, and legal responsibilities without incident in the past six (6) months;</li> <li>5. Individual has displayed persistent, recurrent, severe, or major symptoms that place him/her at risk of harm to self or others (e.g. command hallucinations, suicidal ideation or gestures, homicidal ideation or gestures, self harm) in the past six (6) months.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b> <ol style="list-style-type: none"> <li>a. Individual no longer meets admission criteria; <b>or</b></li> <li>b. Goals of the Individualized Recovery Plan have been substantially met; <b>or</b></li> <li>c. Individual requests discharge and is not in imminent danger of harm to self or others, <b>or</b></li> <li>d. Transfer to another service/level of care is warranted by a change in individual's condition, <b>or</b></li> <li>e. Individual requires services not available in this level of care.</li> </ol> </li> </ol>
Service Exclusions	<ol style="list-style-type: none"> <li>1. ACT is a comprehensive team intervention and most services are excluded, with the exceptions of <ul style="list-style-type: none"> <li>• Peer Supports,</li> <li>• Residential Supports,</li> <li>• Community Transition Planning (to be utilized as a person is transitioning to/from an inpatient setting, jail, or CSP)</li> <li>• Group Training/Counseling (within parameters listed in Section A), and</li> <li>• Supported Employment</li> <li>• Psychosocial Rehabilitation</li> </ul> </li> <li>2. On an individual basis, up to four (4) weeks of some services may be provided to ACT consumers to facilitate a smooth transition from ACT to these other community services. A transition plan must be adequately documented in the IRP and clinical record. These services are: <ul style="list-style-type: none"> <li>• Community Support</li> <li>• Behavioral Health Assessment</li> <li>• Service Plan Development</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>• Diagnostic Assessment</li> <li>• Physician Assessment (specific to engagement only)</li> <li>• Individual Counseling (specific to engagement only)</li> </ul> <p>3. ACT recipients who also receive a DBHDD Residential Service may not receive ACT-provided skills training which is a part of the “residential” service. The ACT provider shall be in close coordination with the Residential provider such that there is no duplication of services supports/efforts.</p> <p>4. Those receiving Medicaid DD Waivers are excluded from the service.</p>
Clinical Exclusions	Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder, substance-related disorder.
Required Components	<ol style="list-style-type: none"> <li>1. Assertive Community Treatment must include a comprehensive and integrated set of medical and psychosocial services provided in non-office settings 80% of the time by a mobile multidisciplinary team. The team must provide community support services interwoven with treatment and rehabilitative services and regularly scheduled team meetings which will be documented in the served individual's medical record.</li> <li>2. Ideally, and in accordance with the Dartmouth Assertive Community Treatment Scale (DACTS), the Treatment Team meeting must be held a minimum of 4 times a week with time dedicated to discussion of support to a specific individual, and documentation in the log of the Treatment Team Meetings as indicated in the Documentation Requirements section below. Each consumer must be discussed, even if briefly, in each Treatment Team Meeting. The Treatment Team Meetings are to review the status of all consumers and the outcome of the most recent staff contacts, develop a master staff work schedule for the day's activities, and all ACT team members are expected to attend; exception of nonattendance can be made and documented by the Team Leader. Effective 7/1/11, the psychiatrist must participate at least one time/week in the ACT team meetings.</li> <li>3. In accordance with NAMI ACT best practice, each ACT team will identify an Individual Treatment Team (ITT) for each enrolled ACT consumer.</li> <li>4. Services and interventions must be individually tailored to the needs, goals, preferences and assets of the individual with the goals of maximizing independence and recovery as defined by the consumer.</li> <li>5. At least 80% of all service units must involve face-to-face contact with consumers. Eighty percent (80%) or more of face-to-face service units must be provided outside of program offices in locations that are comfortable and convenient for consumers (including the individual's home, based on individual need and preference and clinical appropriateness).</li> <li>6. During the course of treatment, it is recommended that the ACT Team provide for some individuals at least 5 face-to-face contacts per week based on the persons mental health acuity. However, all individuals participating in ACT must receive a minimum of 12 face-to-face contacts per month. The Team must see each individual at least once a month for symptom assessment/management and management of medications.</li> <li>7. During discharge transition, it is recommended that the ACT Team provide at least 3 face-to-face contacts per week for most individuals on an ongoing basis. All individuals participating in ACT transitioning must receive a minimum of 4 face-to-face contacts per month. The Team must see each individual at least once a month for symptom assessment/management and medication management.</li> <li>8. Service may be delivered by a single team member to 2 ACT consumers at the same time if their goals are compatible, however, this cannot be a standard practice. Services cannot be offered to more than 2 individuals at a time (exception: Item A.8.).</li> <li>9. ACT recipients can receive limited Group Training/Counseling (up to 8 units/week) when a curriculum-based therapeutic group is offered such as Dialectical Behavioral Therapy (DBT), Motivational Enhancement, or Integrative Dual Diagnosis Treatment (IDDT). For this to be allowable, the ACT participants must have clinical needs and recovery goals that justify intervention by staff trained in the implementation of the specific curriculum-based therapy. <ol style="list-style-type: none"> <li>a. This group may be offered to no more than 10 ACT participants at one time and must be directed by no fewer than 2 staff in order to be billed as a Group.</li> <li>b. This group contains no less than 3 consumers and no more than 10 consumers.</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>c. Only ACT consumers are permitted to attend these group services.</li> <li>d. Acceptable group practitioners are those on the ACT team who meet the practitioner levels as follows: <ul style="list-style-type: none"> <li>• Practitioner Level 1: Physician/Psychiatrist</li> <li>• Practitioner Level 2: Psychologist, CNS-PMH</li> <li>• Practitioner Level 3: LCSW, LPC, LMFT, RN</li> <li>• Practitioner Level 4: LMSW; LAPC; LAMFT; Psychologist/LCSW/LPC/LMFT's supervisee/trainee with at least a Bachelor's degree in one of the helping professions such as social work, community counseling, counseling, psychology, or criminology, functioning within the scope of the practice acts of the state; MAC, CAC-II, CADC, CCADC, GCADC (II, III); CAC-I or Addiction Counselor Trainees with at least a Bachelor's degree in one of the helping professions such as social work, community counseling, counseling, psychology, or criminology (may only perform these functions related to treatment of addictive diseases).</li> <li>• Practitioner Level 5: CAC-I, RADT (I, II, or III), Addiction Counselor Trainees with high school diploma/equivalent (practitioners at this level may only perform these functions related to treatment of addictive diseases).</li> </ul> </li> <li>e. ACT groups must be led by more than one practitioner. <ul style="list-style-type: none"> <li>i. If there are 2 practitioners leading the group who are the same practitioner level (i.e. two U3 practitioners), then each may split the responsibility for documentation and singly sign a note. In this situation, there must be evidence in the note of who was the co-leader of that group to document the compliance expectations for two practitioners.</li> <li>ii. If a group is facilitated by two practitioners who are not the same U-level (i.e. one is a U3 and one is a U4), then these co-leaders may split the responsibility for documenting group progress notes. If the lower-leveled practitioner writes the progress note, the upper level person's practitioner level can be billed if the higher practitioner-leveled person co-signs the note. If the higher level practitioner writes the note, then he/she shall document the co-leaders participation and can solely sign that note.</li> </ul> </li> </ul>
Staffing Requirements	<ul style="list-style-type: none"> <li>1. Assertive Community Treatment Team members must include: <ul style="list-style-type: none"> <li>• (1 FT Employee required) A fulltime Team Leader who is the clinical and administrative supervisor of the team and also functions as a practicing clinician on the team; this individual must have at least 2 years of documented experience working with adults with a SPMI and one of the following qualifications to be an "independently licensed practitioner." It is expected that the practicing ACT Team Leader provides direct services at least 50% of the time. The Team Leader must be a FT employee and dedicated to only the ACT team. <ul style="list-style-type: none"> <li>▪ Physician</li> <li>▪ Psychologist</li> <li>▪ Physician's Assistant</li> <li>▪ APRN</li> <li>▪ RN with a 4-year BSN</li> <li>▪ LCSW</li> <li>▪ LPC</li> <li>▪ LMFT</li> </ul> </li> <li>• (Variable: 4-1.0 FTE required) Depending on consumer enrollment, a full or part time Psychiatrist who: <ul style="list-style-type: none"> <li>▪ provides clinical and crisis services to all team consumers with emphasis in delivering services in the recipient's natural environment,</li> <li>▪ works with the team leader to monitor each individual's clinical and medical status and response to treatment, and</li> </ul> </li> </ul> </li> </ul>

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- directs psychopharmacologic and medical treatment (at a minimum, must provide monthly medication management for each consumer),
- must provide a minimum of 16 hours per week of direct support to the ACT team/ACT consumers
- the psychiatrist must participate in at least one time/week in the ACT team meetings

The psychiatrist to ACT consumer ratio must not be greater than 1:100. Specifically:

- With 1-50 consumers, the requirement for the agency is to have a Psychiatrist at least 16 hours per week providing support to the team consumers;
  - With 51-75 consumers, the ACT agency must have .75 FTE psychiatrist providing support to the team and;
  - With 76-100 consumers, the ACT agency must have 1 FTE psychiatrist providing support to the team.
- (1-2 Fulltime Employee/s) RN/s who provide nursing services for all consumers, including health and psychiatric assessments, education on adherence to treatment, prevention of medical issues, rehabilitation, nutritional practices and works with the team to monitor each individual's overall physical health and wellness, clinical status and response to treatment
    - With 1-50 consumers, one Registered Nurse;
    - With 51-75 consumers, a second RN is expected to work .75 FTE
    - With 76-100 consumers, the second RN is expected to work 1 FTE.
  - (1/2 FTE minimum) A 1/2 to fulltime equivalent substance abuse practitioner who holds a CACI (or an equally recognized SA certification equivalent or higher) and assesses the need for and provides and/or accesses substance abuse treatment and supports for team consumers. If any single team serves 50 or more individuals with a co-occurring SA issue, then there must be 1 FTE on the team.
  - (1 FT employee) A full-time practitioner licensed to provide psychotherapy/counseling under the practice acts or a person with an associate license who is supervised by a fully licensed clinician, and provides individual and group support to team consumers (this position is in addition to the Team Leader).
  - (1 FTE) One FTE Certified Peer Specialist who is fully integrated into the team and promotes consumer self-determination and decision-making and provides essential expertise and consultation to the entire team to promote a culture in which each client's point of view and preferences are recognized, understood, respected and integrated into treatment, rehabilitation and community self-help activities.
  - (2 FTEs) Two paraprofessional mental health workers who provide rehabilitation and support services under the supervision of a Licensed Clinician. The sum of the FTE counts for the following two bullets must equal 2 FTEs.
    - (1/2 to 1 FTE) One of these staff must be a Vocational Rehabilitation Specialist. A VRS is a person with a minimum of one year verifiable vocational rehabilitation experience. This person may be a ½ FTE if the team serves less than 50 individuals.
    - (1 to 1 ½) FTE Other Paraprofessional
2. It is critical that ACT team members build a sound relationship with and fully engage in supporting the served individuals. To that end, no more than 1/3 of the team can be "contracted"/1099 team members.
  3. The ACT team maintains a small consumer-to-clinician ratio, of no more than 10 consumers per staff member. This does not include the psychiatrist, program assistant/s, transportation staff, or administrative personnel. Staff-to-consumer ratio takes into consideration evening and weekend hours, needs of special populations, and geographical areas to be served.
  4. Documentation must demonstrate that all team members are engaged in the support of each consumer served by the team including the "time-in" and "time-out" for each staff intervention (excluding the substance abuse practitioner, if substance related issues have been ruled out).
  5. At least one ACT RN must be dedicated to a single ACT team. "Dedicated" means that the RN works with only one team at least 32 hours/week (up to 40 hours/week) and is a full-time employee of the agency (not a subcontractor/1099 employee). The Team RN must be dedicated to a single ACT team. "Dedicated" means that the team leader works with only one team at least 32 hours/week (up to 40 hours/week) and is a full-time employee of the agency (not a

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	subcontractor/1099 employee). See Item 2 above.
Clinical Operations	<ol style="list-style-type: none"> <li>1. Individuals receiving this service must have a qualifying diagnosis present in the medical record prior to the initiation of services. The verified diagnosis must be given by persons identified in O.C.G.A Practice Acts as qualified to provide a diagnosis. These practitioners include a licensed psychologist, a physician or a PA or APRN (NP and CNS-PMH) working in conjunction with a physician with an approved job description or protocol.</li> <li>2. ACT Teams must incorporate assertive engagement techniques to identify, engage, and retain the most difficult to engage consumers which include using street outreach approaches and legal mechanisms such as outpatient commitment and collaboration with parole and probation officers.</li> </ol>
Clinical Operations, continued	<ol style="list-style-type: none"> <li>3. Because ACT-eligible individuals may be difficult to engage, the initial treatment/recovery plan for an individual may be more generic at the onset of treatment/support. It is expected that the treatment plan be individualized and recovery-oriented after the team becomes engaged with the individual and comes to know the individual. The allowance for "generic" content of the IRP shall not extend beyond one initial authorization period.</li> <li>4. Because many individuals served may have a mental illness and co-occurring addiction disorder, the ACT team may not discontinue services to any individual based solely upon a relapse in his/her addiction recovery.</li> <li>5. ACT Teams must be designed to deliver services in various environments, such as homes, schools, homeless shelters, and street locations. The provider should keep in mind that individuals may prefer to meet staff at a community location other than their homes or other conspicuous locations (e.g. their place of employment or school), especially if staff drive a vehicle that is clearly marked as a state or agency vehicle, or if staff must identify themselves and their purpose to gain access to the individual in a way that may potentially embarrass the individual or breach the individual's privacy/confidentiality. Staff should be sensitive to and respectful of individuals' privacy/confidentiality rights and preferences in this regard to the greatest extent possible (e.g. if staff must meet with an individual during their work time, mutually agree upon a meeting place nearby that is the least conspicuous from the individual's point of view).</li> <li>6. The organization must have policies that govern the provision of services in natural settings and can document that it respects consumers' and/or families' right to privacy and confidentiality when services are provided in those settings.</li> <li>7. Each ACT provider must have policies and procedures governing the provision of outreach services, including methods for protecting the safety of staff that engage in outreach activities.</li> <li>8. The organization must have established procedures/protocols for handling emergency and crisis situations that describe methods for supporting and handling individuals who require psychiatric hospitalization and/or crisis stabilization.</li> <li>9. The organization must have an Assertive Community Treatment Organizational Plan that addresses the following descriptions: <ol style="list-style-type: none"> <li>a. Particular rehabilitation, recovery and resource coordination models utilized, types of intervention practiced, and typical daily schedule for staff</li> <li>b. Staffing pattern and how staff are deployed to assure that the required staff-to-consumer ratios are maintained, including how unplanned staff absences, illnesses, and emergencies are accommodated</li> <li>c. Hours of operation, the staff assigned, and types of services provided to consumers, families, and/or guardians</li> <li>d. How the plan for services is modified or adjusted to meet the needs specified in the Individualized Recovery Plan</li> <li>e. Inter-team communication plan regarding consumer support (e.g., e-mail, team staffings, staff safety plan such as check-in protocols etc.)</li> <li>f. A physical health management plan</li> <li>g. How the organization will integrate consumers into the community including assisting consumers in preparing for employment</li> <li>h. How the organization (team) will respond to crisis for individuals served.</li> </ol> </li> <li>10. The ACT team is expected to work with informal support systems at least 2 to 4 times a month with or without the consumer present to provide support and skill training as necessary to assist the consumer in his or her recovery (i.e., family, landlord, employers, probation officers). If the consumer is not an engaged participant in this contact, the service shall not be billed.</li> </ol>

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11. For the individuals which the ACT team supports, the ACT team must be involved in all hospital admissions and hospital discharges. The agency will be reviewed for fidelity by the standard that the ACT team will be involved with 95% of all hospital admissions and hospital discharges. This is evidenced by documentation in the clinical record.
12. The entire ACT team is responsible for completing the ACT Comprehensive Assessment for newly enrolled consumers. The ACT Comprehensive Assessment results from the information gathered and are used to establish immediate and longer-term service needs with each consumer and to set goals and develop the first individualized treatment plan. Because of the complexity of the mental illness and the need to build trust with the served individual, the comprehensive mental health, addiction, and functional assessments may take up to 60 days. Enrolled consumers will be re-assessed at 6 month intervals from date of completion of the comprehensive assessment. It is expected that when a person identifies and allows his/her natural supports to be partners in recovery that they will be fully involved in assessment activities and ACT team documentation will demonstrate this participation. The ACT Comprehensive Assessment shall (at a minimum) include:
  - a. Psychiatric History, Mental Status/Diagnosis
  - b. Physical Health
  - c. Substance Abuse assessment
  - d. Education and Employment
  - e. Social Development and Functioning
  - f. Family Structure and Relationships
13. Treatment and recovery support to the individual is provided in accordance with a Treatment Plan. Treatment Planning shall be in accordance with the following:
  - a. The Individual Treatment Team (ITT) is responsible for providing much of the consumer's treatment, rehabilitation, and support services and is charged with the development and continued adaptation of the person's recovery plan (along with that person as an active participant). The ITT is a group or combination of three to five ACT staff members who together have a range of clinical and rehabilitation skills and expertise. The ITT members are assigned by the team leader to work collaboratively with a consumer and his/her family and/or natural supports in the community by the time of the first treatment planning meeting or thirty days after admission. The core members are the primary practitioner and at least one clinical or rehabilitation staff person who shares case coordination and service provision tasks for each consumer. ITT members are assigned to take separate service roles with the consumer as specified by the consumer and the ITT in the treatment plan.
  - b. The Treatment Plan Review is a thorough, written summary describing the consumer's and the ITT's evaluation of the consumer's progress/goal attainment, the effectiveness of the interventions, and satisfaction with services since the last person-centered treatment plan.
  - c. Treatment Planning Meeting is a regularly scheduled meeting conducted under the supervision of the team leader and the psychiatric prescriber. The purpose of these meetings is for the staff, as a team, and the consumer and his/her family/natural supports, to thoroughly prepare for their work together. The group meets together to present and integrate the information collected through assessment in order to learn as much as possible about the consumer's life, his/her experience with mental illness, and the type and effectiveness of the past treatment they have received. The presentations and discussions at these meetings make it possible for all staff to be familiar with each consumer and his/her goals and aspirations and for each consumer to become familiar with each ITT staff person. The treatment plan shall be reevaluated and adjusted accordingly via the Treatment Planning Meeting prior to each reauthorization of service (Documentation is guided by elements G.2. and G.3. below).
14. Each new ACT team shall stagger consumer admissions from (e.g., 4-6 consumers per month) to gradually build up capacity to serve no more than 100 consumers.
15. It is expected that 90% or more of the consumers have face to face contact with more than one staff member in a 2 week period.

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Service Accessibility	<ol style="list-style-type: none"> <li>1. Services must be available by ACT Team staff skilled in crisis intervention 24 hours a day, 7 days a week with emergency response coverage, including psychiatric services. Answering devices/services/Georgia Crisis and Access Line do not meet the expectation of "emergency response."</li> <li>2. The team must be able to rapidly respond to early signs of relapse and decompensation and must have the capability of providing multiple contacts daily to individuals in acute need.</li> <li>3. An ACT staff member must provide this on-call coverage.</li> <li>4. There must be documented evidence that service hours of operation include evening, weekend and holiday hours.</li> <li>5. Telemedicine is the use of medical information exchanged from one site to another via electronic communications to improve a patient's health. Electronic communication means the use of interactive telecommunications equipment that includes, at a minimum, audio and video equipment permitting two-way, real time interactive communication between the patient, and the physician or practitioner at the distant site. The ACT Physician may use telemedicine to provide this service by using the code above with the GT modifier. Telemedicine is not to be utilized as the primary means of delivery of psychiatric services for ACT consumers.</li> </ol>
Billing & Reporting Requirements	<ol style="list-style-type: none"> <li>1. All time spent between 2 or more team practitioners discussing a served individual must be reported as H0039HT. While this claim/encounter is reimbursed at \$0, it is imperative that the team document these encounters (see Documentation Requirements below) to demonstrate program integrity AND submit the claim/encounter for this so this service can be included in future rate setting.</li> <li>2. The following elements (at a minimum) shall be documented in the clinical record and shall be accessible to the DBHDD monthly as requested: <ul style="list-style-type: none"> <li>• Served individual's employment status;</li> <li>• Served individual's residential status (including homelessness);</li> <li>• Served individual's involvement with criminal justice system/s;</li> <li>• Served individual's interactions with crisis support services (including acute psychiatric hospitals, emergency room visits, crisis stabilization program interactions, etc.).</li> </ul> </li> <li>4. ACT may <b>not</b> be provided in an Institution for Mental Diseases (IMD, e.g. state or private psychiatric hospital or crisis stabilization program with greater than 16 beds), jail, or prison system.</li> <li>5. The ACT team can provide and bill for Community Transition Planning as outlined in the Guideline for this service. This includes supporting individuals who are eligible for ACT and are transitioning from Jail/Prison.</li> <li>6. When group services are provided via an ACT team to an enrolled ACT-recipient, then the encounter shall be submitted as a part of the ACT package defined in the <b>Orientation to Services</b> section of Part I, Section 1 of this manual.</li> <li>7. Each ACT program shall provide monthly outcomes data as defined by the DBHDD. The outcomes form will be emailed by the 10<sup>th</sup> of every month to <a href="mailto:dbhdd-ACT@dhr.state.ga.us">dbhdd-ACT@dhr.state.ga.us</a>.</li> </ol>
Documentation Requirements	<ol style="list-style-type: none"> <li>1. Providers must document services in accordance with the specifications for documentation requirements specified in Part II, Section IV of the Provider Manual and in keeping with this section G.</li> <li>2. All time spent between 2 or more team practitioners discussing a served individual must be documented in the medical record as H0039HT. While this claim/encounter is reimbursed at \$0, it is imperative that the team document these encounters to demonstrate program integrity AND submit the claim/encounter for this so this service can be included in future rate setting. HT documentation parameters include: <ol style="list-style-type: none"> <li>a. If the staff interaction is specific to a single consumer for 15 minutes, then the H0039HT code shall be billed to that consumer (through claims or encounters).</li> <li>b. If the staff interaction is for multiple consumers served and is for a minimum single 15 minute unit and: <ol style="list-style-type: none"> <li>1) the majority of time is for a single individual served, then the claim/encounter shall be submitted attached to the individual's name who was the focus of this staffing conversation; or</li> <li>2) the time is spent discussing multiple consumers (with no one consumer being the focus of the time), then the team should create a rotation list (see below)</li> </ol> </li> </ol> </li> </ol>



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- in which a different consumer would be selected for each of these staffing notes in order to submit claims and account for this staffing time, and
- c. An agency is not required to document every staff-to-staff conversation in the individual's medical record; however every attempt should be made to accurately document the time spent in staffing or case conferencing for individual consumers. The exceptions (which shall be documented in a medical record) are:
    - when the staffing conversation modifies an individual's treatment planning or intervention strategy,
    - when observations are discussed that may lead to treatment or intervention changes, and/or that change the course of treatment
  3. The ACT team must have documentation (e.g., notebook, binder, file, etc.) which contains all H0039HT staffing interactions (which shall become a document for audit purposes, and by which claims/encounters can be revoked-even though there are no funds attached). In addition to the requirements in Section G.2.above, a log of staff meetings is required to document staff meetings as outlined in Section A.2. The documentation notebook shall include:
    - a. the team's protocol for submission of H0039HT encounters (how the team is accounting for the submissions of H0039HT in accordance with the above);
    - b. the protocol for staffings which occur ad hoc (e.g. team member is remote supporting a consumer and calls a clinical supervisor for a consult on support, etc.);
    - c. date of staffing;
    - d. time start/end for the "staffing" interaction;
    - e. if a regular team meeting, names of team participants involved in staffing (signed/certified by the team leader or team lead designee in the absence of the team leader);
    - f. if ad hoc staffing note, names of the team participants involved(signed by any one of the team members who is participating);
    - g. name all of individuals discussed/planned for during staffing;
    - h. minimal documentation of content of discussion specific to each consumer (1-2 sentences is sufficient).
  4. All expectations set forth in this "Additional Service Components" section shall be documented in the record in a way which demonstrates compliance with the said items.

## Community Based Inpatient Psychiatric & Substance Detoxification

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Psychiatric Health Facility Service, Per Diem		H2013					Per negotiation							
Unit Value	1 day							Maximum Daily Units	1 unit					
Initial Authorization	5 days							Re-Authorization	3 days					
Authorization Period	5 days							Utilization Criteria	LOCUS score: 6: Medically Managed Residential					

Service Definition	A short-term stay in a licensed and accredited community-based hospital for the treatment or habilitation of a psychiatric and/or substance related disorder. Services are of short duration and provide treatment for an acute psychiatric or behavioral episode. This service may also include Medically Managed Inpatient Detoxification at ASAM Level IV-D.
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual with serious mental illness/SED that is experiencing serious impairment; persistent, recurrent, severe, or major symptoms (such as psychoses); or who is experiencing major suicidal, homicidal or high risk tendencies as a result of the mental illness; or</li> <li>2. Individual's need is assessed for 24/7 supports which must be one-on-one and may not be met by any service array which is available in the community; or</li> <li>3. Individual is assessed as meeting diagnostic criteria for a Substance Related Disorder according to the latest version of the DSM; and one or more of the following: <ol style="list-style-type: none"> <li>A. Individual is experiencing signs of severe withdrawal, or there is evidence (based on history of substance intake, age, gender, previous withdrawal history, present symptoms, physical condition, and/or emotional/behavioral condition) that severe withdrawal syndrome is imminent; or</li> <li>B. Level IV-D is the only available level of service that can provide the medical support and comfort needed by the individual, as evidenced by: <ol style="list-style-type: none"> <li>i. A detoxification regimen or individual's response to that regimen that requires monitoring or intervention more frequently than hourly, or</li> <li>ii. The individual's need for detoxification or stabilization while pregnant, until she can be safely treated in a less intensive service.</li> </ol> </li> </ol> </li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet admission criteria; and</li> <li>2. Individual's withdrawal signs and symptoms are not sufficiently resolved to the extent that they can be safely managed in less intensive services;</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; and one or more of the following:</li> <li>2. Individual no longer meets admission and continued stay criteria; or</li> <li>3. Individual requests discharge and individual is not imminently dangerous to self or others; or</li> <li>4. Transfer to another service/level of care is warranted by change in the individual's condition; or</li> <li>5. Individual requires services not available in this level of care.</li> </ol>
Service Exclusions	This service may not be provided simultaneously to any other service in the service array excepting short-term access to services that provide continuity of care or support planning for discharge from this service.
Clinical Exclusions	Individuals with any of the following unless there is clearly documented evidence of an acute psychiatric/addiction episode overlaying the primary diagnosis: Autism, Developmental Disabilities, Organic Mental Disorder; or Traumatic Brain Injury
Required Components	<ol style="list-style-type: none"> <li>1. This service must be licensed by DCH/HFR under the Rules and Regulations for Drug Abuse Treatment Programs, 290-4-2</li> <li>2. A physician's order in the individual's record is required to initiate detoxification services. Verbal orders or those initiated by a Physician's Assistant or Clinical Nurse Specialist are acceptable provided the physician signs them within 24 hours or the next working day.</li> </ol>
Staffing Requirements	Detoxification services must be provided only by nursing or other licensed medical staff under supervision of a physician.

## Consumer/Family Assistance

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Mental Health Services, Not Otherwise Specified		H0046					Variable in accordance with Items C.6. below							
Unit Value	Variable in accordance with Items C.6. below							Maximum Daily Units						
Initial Authorization	While the actual assistance should be very short-term in nature, this service can be authorized as part of a 180 day Recovery plan.  Financial max \$2000/\$5000 (see Clinical Operations section below)							Re-Authorization	One within a single fiscal year.					
Authorization Period	180 days							Utilization Criteria	LOCUS scores: 2-6					
Service Definition	Individuals may need a range of goods and community support services to fully benefit from mental health and addictive disease services. This time-limited service consists of goods and services purchased/procured on behalf of the consumer (e.g. purchase of a time-limited mentor, a utility deposit to help an individual move into the community and/or their own housing, environmental modification to the individual's home to enhance safety and ability to continue living independently etc) that will help promote individual functional enhancement to the benefit of the individual and his/her behavioral health stability. The goods/services procured must provide a <i>direct and critical</i> benefit to the individualized needs of the consumer, in accordance with the IRP, and lead to an enhancement of specific positive behaviors/skills/resources that will allow the individual to leave an institution and/or achieve a more independent living status, or prevent an imminent crisis or out-of home placement (e.g. eviction, homelessness, loss of independent living, loss of ability or resources needed to maintain the individual's living in the home, etc). This service is intended to be of short duration and is not intended to pay for/provide ongoing service programming through the provider agency.													
Admission Criteria	1. Individual must meet Core Customer criteria for Ongoing services, <b>and</b> 2. Individual must be in need of a specific good or service that will directly improve functioning (e.g. directly lead to an enhancement of specific positive behaviors/skills/resources that will allow the individual to leave an institution and/or achieve a more independent living status), or prevent a crisis or out-of home placement (e.g. eviction, homelessness, loss of independent living, loss of ability or resources needed to maintain the individual's living in the home, etc.), <b>and</b> 3. Individual or provider must exhaust all other possible resources for obtaining the needed goods/services—this service provides payment of last resort, <b>and</b> 4. Individual has not received this service for more than one other episode of need during the current fiscal year.													
Continuing Stay Criteria	1. Individual must continue to meet Core Customer criteria for Ongoing services, <b>and</b> 2. Individual must continue to be in need of the same specific good or service as when enrolled in Consumer/Family Assistance, that will directly improve functioning (e.g. directly lead to an increase in specific positive behaviors/skills/resources that will allow the individual to leave an institution and/or obtain more independent living), or prevent a crisis or out-of home placement (e.g. eviction, homelessness, loss of independent living, loss of ability or resources needed to maintain the individual's living in the home, etc.), <b>and</b> 3. Individual or provider must continue to lack any other possible resources for obtaining the needed goods/services.													
Discharge Criteria	1. Individual no longer meets Core Customer criteria for Ongoing services, <b>or</b> 2. Individual no longer continues to be in need of the good or service, <b>or</b> 3. Individual has received the good in the allotted amount or service for the allotted timeframe as described below in "Additional Service Criteria" # 3, <b>or</b> 4. The individual requests discontinuance of the service.													

## Consumer/Family Assistance

Service Exclusions	Goods and services that are included as a part of other services the individual is enrolled in or could be enrolled in are excluded.
Staffing Requirements	<ol style="list-style-type: none"> <li>1. This service must not pay for the regular staffing of specific programs or services in the provider's agency.</li> <li>2. Service may pay for a 1:1 mentor, etc for an individual consumer, within the following limits: <ol style="list-style-type: none"> <li>a. Other means are not available to pay for the mentor, etc., such as state funding, Medicaid, self-pay or private insurance.</li> <li>b. The mentor, etc. cannot be used to supplement the staffing of any program or service in the provider agency.</li> <li>c. The mentor, etc. cannot be used as a 1:1 staff for the consumer during times the consumer is attending other programming/services offered by the provider agency.</li> </ol> </li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. This service must not pay for transportation to MH/DD/AD services.</li> <li>2. Individuals receiving this service must have a qualifying diagnosis present in the medical record prior to the initiation of services. The diagnosis must be given by persons identified in O.C.G.A Practice Acts as qualified to provide a diagnosis. These practitioners include a licensed psychologist, a physician or a PA or APRN (NP and CNS-PMH) working in conjunction with a physician with an approved job description or protocol.</li> <li>3. This service must not pay for the operating, programmatic, or administrative expenses of any other program or service offered by the provider agency.</li> <li>4. Individual cannot receive this service for more than two episodes of need per fiscal year.</li> <li>5. Services obtained (e.g. a mentor, etc.) are intended to be of short duration and must be provided through this service for no longer than 3 months, or until the direct consumer benefit is realized, whichever occurs sooner.</li> <li>6. Each type of necessary good obtained through this service is intended to be of short duration and must be purchased for no longer/in no greater amount than is reasonably necessary to avoid/resolve the immediate crisis or achieve the targeted increase in functioning. Some items have specific limits that cannot be surpassed during a single episode of need. The least duration and/or amount necessary of such items should be provided. Except for individuals leaving institutions as described below, up to: <ul style="list-style-type: none"> <li>• one month's rental/mortgage assistance;</li> <li>• one month's assistance with utilities and/or other critical bills;</li> <li>• one housing deposit;</li> <li>• one month's supply of groceries (for the individual);</li> <li>• one month of medications;</li> <li>• one assistive device (unless a particular device is required in multiple according to commonly understood definition/practice such as a hearing aide for each ear, a one month supply of diabetic supplies etc);</li> <li>• one to two weeks' worth of clothing.</li> </ul> <p>Similar guidelines should be used with other items not on this list.</p> <p>* Individuals leaving an institution after a stay of at least 60 days who have had their benefits suspended or who do not yet have income or other benefits established may need greater assistance than the allowances indicated above for rent, bills, groceries and other items/services.</p> </li> <li>7. The maximum yearly monetary limit for this service is \$2000 per individual per fiscal year except for individuals who have left an institution after a 60-day stay. For such individuals, multiple months of rent, bills, groceries, services etc may be purchased, at a maximum yearly monetary limit of \$5000 per individual per fiscal year. This amount will be controlled by the Third Party Administrator (when operational) and the availability of funds.</li> </ol> <p>Eligibility for the Consumer/Family Assistance service does not equate to an entitlement to the service. Prioritizing eligible individuals to receive services is the responsibility of the service provider. A standard protocol must be utilized by the service provider to assess and approve the individual's needs in regard to 1) the</p>

## Consumer/Family Assistance

	criticalness of the need(s) in terms of the individual's functioning and ability to return to/remain in the community, and 2) the individual's or provider's ability to obtain the needed goods or services through other viable means.
Additional Medicaid Requirements	Not a Medicaid billable service.
Billing & Reporting Requirements	<ol style="list-style-type: none"> <li>1. The agency must submit a monthly report on expenditures in a specified format (and upon request at anytime) to the DBHDD.</li> <li>2. All applicable DBHDD reporting requirements.</li> </ol>
Documentation Requirements	<ol style="list-style-type: none"> <li>1. Documentation that authorized goods/services are not available through other viable means must be made in the individual's chart.</li> <li>2. Details regarding the goods/services procured and resulting benefit to the individual consumer must be documented in the individual's chart.</li> </ol>

## Crisis Stabilization Unit Services

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Behavioral Health; Short-term Residential (Non-Hospital Residential Treatment Program W/o Rm & Board, Per Diem)		H0018	U2				Per negotiation and specific to Medicaid, see item E.2. below.							
Behavioral Health; Short-term Residential (Non-Hospital Residential Treatment Program W/o Rm & Board, Per Diem)		H0018	TB	U2			Per negotiation							

## Crisis Stabilization Unit Services

Unit Value	1 day	Maximum Daily Units	1 unit
Initial Auth	20 units	Re-Authorization	
Auth Period	20 Days	Utilization Criteria	LOCUS scores: 4(residential detox only)-6
Service Definition	<p>This is a residential alternative to or diversion from inpatient hospitalization, offering psychiatric stabilization and detoxification services. The program provides medically monitored residential services for the purpose of providing psychiatric stabilization and substance detoxification services on a short-term basis. Services may include:</p> <ol style="list-style-type: none"> <li>1) Psychiatric medical assessment;</li> <li>2) Crisis assessment, support and intervention;</li> <li>3) Medically Monitored Residential Substance Detoxification (at ASAM Level III.7-D).</li> <li>4) Medication administration, management and monitoring;</li> <li>5) Brief individual, group and/or family counseling; and</li> <li>6) Linkage to other services as needed.</li> </ol>		
Admission Criteria	<ol style="list-style-type: none"> <li>1. Treatment at a lower level of care has been attempted or given serious consideration; <b>and #2 and/or #3 are met:</b></li> <li>2. Individual has a known or suspected illness/disorder in keeping with target populations listed above; <b>or</b></li> <li>3. Individual is experiencing a severe situational crisis which has significantly compromised safety and/or functioning; <b>and one or more of the following:</b> <ol style="list-style-type: none"> <li>a. Individual presents a substantial risk of harm to self, others, and/or property or is so unable to care for his or her own physical health and safety as to create a life-endangering crisis. Risk may range from mild to imminent; <b>or</b></li> <li>b. Individual has insufficient or severely limited resources or skills necessary to cope with the immediate crisis; <b>or</b></li> <li>c. Individual demonstrates lack of judgment and/or impulse control and/or cognitive/perceptual abilities to manage the crisis; <b>or</b></li> <li>d. For detoxification services, individual meets admission criteria for Medically Monitored Residential Detoxification.</li> </ol> </li> </ol>		
Continuing Stay Criteria	This service may be utilized at various points in the course of treatment and recovery; however, each intervention is intended to be a discrete time-limited service that stabilizes the individual.		
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Individual no longer meets admission guidelines requirements; <b>or</b></li> <li>2. Crisis situation is resolved and an adequate continuing care plan has been established; <b>or</b></li> <li>3. Individual does not stabilize within the evaluation period and must be transferred to a higher intensity service.</li> </ol>		
Service Exclusions	<p>This is a comprehensive service intervention that is not to be provided with any other service(s), except for the following:</p> <ul style="list-style-type: none"> <li>• Methadone Administration</li> </ul>		
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Individual is not in crisis.</li> <li>2. Individual does not present a risk of harm to self or others or is able to care for his or her own physical health and safety.</li> <li>3. Severity of clinical issues precludes provision of services at this level of intensity.</li> </ol>		
Required Components	<ol style="list-style-type: none"> <li>1. Crisis Stabilization Units (CSU) providing medically monitored short-term residential psychiatric stabilization and detoxification services shall be designated by the Department as both an emergency receiving facility and an evaluation facility and must be surveyed and licensed by the DBHDD.</li> <li>2. In addition to all service qualifications specified in this document, providers of this service must adhere to content in the DBHDD Rules and Regulations for Adult Crisis Stabilization Units, Chapter 82-3-1.</li> <li>3. Individual referred to a CSU must be evaluated by a physician within 24 hours of the referral.</li> <li>4. The maximum length of stay in a crisis bed is 10 adjusted days (excluding Saturdays, Sundays and state holidays) for adults (an adult occupying a transitional</li> </ol>		

## Crisis Stabilization Unit Services

	<p>bed may remain in the CSU for an unlimited number of additional days if the date of transfer and length of stay in the transitional bed is documented).</p> <ol style="list-style-type: none"> <li>Individuals occupying transitional beds must receive services from outside the CSU (i.e. community-based services) on a daily basis.</li> <li>Services must be provided in a facility designated as an emergency receiving and evaluation facility that is not also an inpatient hospital, a freestanding Institute for Mental Disease (IMD), or a licensed substance abuse detoxification facility.</li> <li>All services provided within the CSU must be delivered under the direction of a physician. A physician must conduct an assessment of new admissions, address issues of care, and write orders as required.</li> </ol>																		
Staffing Requirements	<ol style="list-style-type: none"> <li>Crisis Stabilization Unit (CSU) Services must be provided by a physician or a staff member under the supervision of a physician, practicing within the scope of State law.</li> <li>A CSU must employ a fulltime Nursing Administrator who is a Registered Nurse.</li> <li>A CSU must have a Registered Nurse present at the facility at all times.</li> <li>Staff-to-client ratios must be established based on the stabilization needs of clients being served and in accordance with rules and regulations.</li> <li>Functions performed by Physician Assistants, Nurse Practitioners, Clinical Nurse Specialists, Registered Nurses, and Licensed Practical Nurses must be performed within the scope of practice allowed by State law and Professional Practice Acts.</li> </ol>																		
Clinical Operations	<ol style="list-style-type: none"> <li>CSU must have documented operating agreements and referral mechanisms for psychiatric disorders, addictive disorders, and physical healthcare needs that are beyond the scope of the CSU and that require inpatient treatment. Operating agreements must delineate the type and level of service to be provided by the private or public inpatient hospital or treatment facility. These agreements must specifically address the criteria and procedures for transferring an individual to a designated treatment facility when the CSU is unable to stabilize the individual.</li> <li>CSUs must follow the seclusion and restraint procedures included in the Department's "Crisis Stabilization Unit Rules and Regulations" and in related policy.</li> <li>For individuals with co-occurring diagnoses including developmental disability/developmental disabilities, this service must target the symptoms, manifestations, and skills-development related to the identified behavioral health issue.</li> <li>Individuals served in transitional beds may access an array of community-based services in preparation for their transition out of the CSU, and are expected to engage in community-based services daily while in a transitional bed.</li> </ol>																		
Additional Medicaid Requirements	<ol style="list-style-type: none"> <li>Crisis Stabilization Units with 16 beds or less should bill individual discrete services for Medicaid recipients.</li> <li>The individual services listed below may be billed up to the daily maximum listed for services provided in a Crisis Stabilization Unit. Billable services and daily limits within CSUs are as follows: <table border="1"> <thead> <tr> <th>Service</th><th>Daily Maximum Billable Units</th></tr> </thead> <tbody> <tr> <td>Crisis Intervention</td><td>8 units</td></tr> <tr> <td>Diagnostic Assessment</td><td>2 units</td></tr> <tr> <td>Psychiatric Treatment</td><td>1 unit (Pharmacological Mgmt only)</td></tr> <tr> <td>Nursing Assessment and Care</td><td>5 units</td></tr> <tr> <td>Medication Administration</td><td>1 unit</td></tr> <tr> <td>Group Training/Counseling</td><td>4 units</td></tr> <tr> <td>Beh Health Assmnt &amp; Serv. Plan Development</td><td>24 units</td></tr> <tr> <td>Medication Administration</td><td>1 unit</td></tr> </tbody> </table> </li> <li>Medicaid claims for the services above may <b>not</b> be billed for any service provided to Medicaid-eligible individuals in CSUs with greater than 16 beds.</li> </ol>	Service	Daily Maximum Billable Units	Crisis Intervention	8 units	Diagnostic Assessment	2 units	Psychiatric Treatment	1 unit (Pharmacological Mgmt only)	Nursing Assessment and Care	5 units	Medication Administration	1 unit	Group Training/Counseling	4 units	Beh Health Assmnt & Serv. Plan Development	24 units	Medication Administration	1 unit
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## Crisis Stabilization Unit Services

Reporting & Billing Requirements	<ol style="list-style-type: none"> <li>Providers must report information on all consumers served in CSUs no matter the funding source: <ol style="list-style-type: none"> <li>The CSU shall submit MICPs for all individuals served (state-funded, Medicaid funded, private pay, other third party payor, etc);</li> <li>The CSU shall submit per diem encounters (H0018HAU2 or H0018HATBU2) for all individuals served (state-funded, Medicaid funded, private pay, other third party payor, etc) even if sub-parts cited in E.2 above are also billed as a claim to Medicaid;</li> <li>Providers must designate either CSU bed use or transitional bed use in encounter submissions through the presence or absence of the TB modifier. TB represents "Transitional Bed."</li> </ol> </li> <li>Unlike all other DBHDD residential services, the start date of a CSU span encounter submission may be in one month and the end date may be in the next. The span of reporting must cover continuous days of service and the number of units must equal the days in the span.</li> </ol>
Documentation Requirements	<ol style="list-style-type: none"> <li>In order to report a per diem encounter, the consumer must have participated in the program for a minimum of 8 hours in the identified 12:00AM to 11:59PM day</li> <li>For individuals transferred to transitional beds, the date of transfer must be documented in a progress note and filed in the individual's chart.</li> <li>Specific to item F.1. above, the notes for the program must have documentation to support the per diem AND, if the program bills sub-parts to Medicaid (in accordance with E. above), each discrete service delivered must have documentation to support that sub-billable code (e.g. Group is provided for 1 hour, Group is billed for 1 hour, Group note is for 4 units at the 15 minute rate and meets all the necessary components of documentation for that sub-code).</li> <li>Daily engagement in community-based services must also be documented in progress notes for those occupying transitional beds.</li> </ol>

## Housing Supplements

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Housing Supplements		ROOM1					Actual cost							
Unit Value	1 day							Maximum Daily Units Re-Authorization Utilization Criteria	1					
Initial Auth	180 days								180 days					
Auth Period	180 days								LOCUS scores: 2-6					
Service Definition	This is a rental/housing subsidy that must be justified by a personal consumer budget. This may include a one-time rental payment to prevent eviction/homelessness.													
Admission Criteria	1. Individual meets target population as identified above; <b>and</b> 2. Based upon a personal budget, individual has a need for financial support for a living arrangement.													
Continuing Stay Criteria	1. Individual continues to meet admission criteria as defined above; <b>and</b> 2. Individual has developed a Recovery goal to develop natural supports that promote the family/caregiver-management of these needs.													
Discharge Criteria	1. Individual requests discharge; or 2. Individual has acquired natural supports that supplant the need for this service.													

Clinical Exclusions	Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder, traumatic brain injury.
Documentation Requirements	<ol style="list-style-type: none"> <li>1. If the individual supported is sharing rent with another person, then agency may only utilize and report the assistance provided to the served individual (rounded to the nearest dollar).</li> <li>2. The individual clinical record must have documentation of the actual payment by the agency to the leaser/landlord. A receipt for this payment must also be kept in the clinical record.</li> </ol>

## Opioid Maintenance Treatment

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Alcohol and/or Drug Services; Methadone Administration and/or Service	H0020	U2	U6				33.40	H0020	U4	U6				17.40
	H0020	U3	U6				25.39							
Unit Value	1 encounter							Maximum Daily Units		1 unit				
Initial Authorization	With the submission of MICP New Episode: 180 units									Re-Authorization		180 units		
Auth Period	180 days							Utilization Criteria				LOCUS scores:1-3		
Service Definition	An organized, usually ambulatory, addiction treatment service for opiate-addicted individuals. (For Medicaid consumers, the actual administration of the opioid maintenance medication is conducted under the Medication Administration service code). The nature of the services provided (such as dose, level of care, length of service or frequency of visits) is determined by the patient's clinical needs, but such services always include regularly scheduled psychosocial treatment sessions and daily medication visits within a structured program. Services function under a defined set of policies and procedures, including admission, discharge and continued service criteria stipulated by state law and regulation and the federal regulations at FDA 21 CFR Part 291. Length of service varies with the severity of the individual's illness, as well as his or her response to and desire to continue treatment. Treatment with methadone or LAAM is designed to address the individual's need to achieve changes in his or her level of functioning, including elimination of illicit opiate and other alcohol or drug use. To accomplish such change, the Individualized Recovery/Resiliency Plan must address major lifestyle, attitudinal and behavioral issues that have the potential to undermine the goals of recovery and inhibit the individual's ability to cope with life. The Individualized Recovery/Resiliency Plan should also include individualized treatment, resource coordination, and personal health education specific to addiction recovery (including education about human immunodeficiency virus [HIV], tuberculosis [TB], and sexually transmitted diseases [STD]).													
Admission Criteria	Must meet criteria established by the Georgia Regulatory body for opioid administration programs (Department of Human Resources, Office of Regulatory Services) and the Food and Drug Administration's guidelines for this service.													
Continuing Stay Criteria														

## Opioid Maintenance Treatment

Discharge Criteria	
Required Components	<ol style="list-style-type: none"> <li>1. This service must be licensed by DCH/HFR under the Rules and Regulations for Drug Abuse Treatment Programs, 290-4-2.</li> <li>2. Must meet and follow criteria established by the Georgia regulatory body for opioid administration programs (Department of Human Resources, Office of Regulatory Services) and the Food and Drug Administration's guidelines for this service.</li> </ol>
Additional Medicaid Requirements	Core providers who are approved to bill Medication Administration may bill H0020 for Medicaid recipients who receive this service.
Documentation Requirements	If medically necessary for the individual, the Individualized Recovery/Resiliency Plan should also include individualized treatment, resource coordination, and personal health education specific to addiction recovery (including education about human immunodeficiency virus [HIV], tuberculosis [TB], and sexually transmitted diseases [STD]).

## Peer Support Services

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Peer Support Services	Practitioner Level 4, In-Clinic	H0038	HQ	U4	U6		\$4.43	Practitioner Level 4, Out-of-Clinic	H0038	HQ	U4	U7		\$5.41
	Practitioner Level 5, In-Clinic	H0038	HQ	U5	U6		\$3.30	Practitioner Level 5, Out-of-Clinic	H0038	HQ	U5	U7		\$4.03
Unit Value	15 minutes							Maximum Daily Units	96					
Initial Authorization	3600 units								Re-Authorization	3600 units				
Authorization Period	180 days							Utilization Criteria	LOCUS scores: 1-4					
Service Definition	This service provides structured activities within a peer support center that promote socialization, recovery, wellness, self-advocacy, development of natural supports, and maintenance of community living skills. Activities are provided between and among individuals who have common issues and needs, are consumer motivated, initiated and/or managed, and assist individuals in living as independently as possible. Activities must promote self-directed recovery by exploring consumer purpose beyond the identified mental illness, by exploring possibilities of recovery, by tapping into consumer strengths related to illness self-management (including developing skills and resources and using tools related to communicating recovery strengths, communicating health needs/concerns, self-monitoring progress), by emphasizing hope and wellness, by helping consumers develop and work toward achievement of specific personal recovery goals (which may include attaining meaningful employment if desired by the individual), and by assisting consumers with relapse prevention planning. A Consumer Peer Support Center may be a stand-alone center or housed as a "program" within a larger agency, and must maintain adequate staffing support to enable a safe, structured recovery environment in which consumers can meet and provide mutual support.													
Admission Criteria	1. Individual must have a primary mental health issue; <b>and one or more of the following:</b> 2. Individual requires and will benefit from support of peer professionals for the acquisition of skills needed to manage symptoms and utilize community resources; <b>or</b> 3. Individual may need assistance to develop self-advocacy skills to achieve decreased dependency on the mental health system; <b>or</b>													

## Peer Support Services

	<ol style="list-style-type: none"> <li>Individual may need assistance and support to prepare for a successful work experience; <b>or</b></li> <li>Individual may need peer modeling to take increased responsibilities for his/her own recovery; <b>or</b></li> <li>Individual needs peer supports to develop or maintain daily living skills.</li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>Individual continues to meet admission criteria; <b>and</b></li> <li>Progress notes document progress relative to goals identified in the Individualized Recovery/Resiliency Plan, but treatment/recovery goals have not yet been achieved.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>Goals of the Individualized Recovery Plan have been substantially met; <b>or</b></li> <li>Consumer/family requests discharge; <b>or</b></li> <li>Transfer to another service/level is more clinically appropriate.</li> </ol>
Service Exclusions	Crisis Stabilization Unit (however, those utilizing transitional beds within a Crisis Stabilization Unit may access this service).
Clinical Exclusions	<ol style="list-style-type: none"> <li>Individuals diagnosed with a Substance-Related Disorder and no other concurrent mental illness; <b>or</b></li> <li>Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder, or traumatic brain injury</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>A Peer Supports service may operate as a program within: <ul style="list-style-type: none"> <li>A freestanding Peer Support Center</li> <li>A Peer Support Center that is within a clinical service provider</li> <li>A larger clinical or community human service provider administratively, but with complete programmatic autonomy.</li> </ul> </li> <li>A Peer Supports service must be operated for no less than 3 days a week, no less than 12 hours a week, no less than 4 hours per day, typically during day, evening and weekend hours. Any agency may offer additional hours on additional days in addition to these minimum requirements.</li> <li>The governing board of a freestanding Peer Center must be composed of 75% consumers and represent the cultural diversity of the population of the community being served. The board is encouraged to have either board members or operating relationships with someone with legal and accounting expertise. For programs that are part of a larger organizational structure that is not consumer led and operated, the Peer Supports Program must have an advisory body with the same composition as a freestanding Peer Center's board. The board or advisory committee must have the ability to develop programmatic descriptions and guidelines (consistent with state and federal regulations, accreditation requirements, and sponsoring agency operating policies), review and comment on the Peer Support Program's budgets, review activity offerings, and participate in dispute resolution activities for the program.</li> <li>Individuals participating in the service at any given time must have the opportunity to participate in and make decisions about the activities that are conducted or services offered within the Peer Supports program, and about the schedule of those activities and services, as well as other operational issues.</li> <li>Regardless of organizational structure, the service must be directed and led by consumers themselves.</li> <li>Peer Supports may include meals or other social activities for purpose of building peer relationships, but meals cannot be the central or core activity offered. The focus of the service must be skill maintenance and enhancement and building individual consumer's capacity to advocate for themselves and other consumers.</li> <li>Peer Supports cannot operate in isolation from the rest of the programs within the facility or affiliated organization. The Program Leader must be able to call multidisciplinary team meetings regarding a participating individual's needs and desires, and a Certified Peer Specialist providing services for and with a participating individual must be allowed to participate in multidisciplinary team meetings.</li> </ol>

## Peer Support Services

Staffing Requirements	<ol style="list-style-type: none"> <li>1. The individual leading and managing the day-to-day operations of the program, the Program Leader, must be a Georgia-certified Peer Specialist, who is a CPRP or can demonstrate activity toward attainment of the CPRP credential.</li> <li>2. The Program Leader must be employed by the sponsoring agency at least 0.5 FTE.</li> <li>3. The Program Leader and Georgia-certified Peer Specialists in the Peer Supports program may be shared with other programs as long as the Program Leader is present at least 75% of the hours the Peer Supports program is in operation, and as long as the Program Leader and the Georgia- certified Peer Specialists are available as required for supervision and clinical operations, and as long as they are not counted in consumer to staff ratios for 2 different programs operating at the same time.</li> <li>4. Services must be provided and/or activities led by staff who are Georgia-certified Peer Specialists or other consumers under the supervision of a Georgia-certified Peer Specialist. A specific activity may be led by someone who is not a consumer but is an invited guest.</li> <li>5. There must be at least 2 Georgia-certified Peer Specialists on staff either in the Peer Supports Program or in a combination of Peer Supports and other programs and services operating within the agency.</li> <li>6. The maximum face-to-face ratio cannot be more than 30 consumers to 1 Certified Peer Specialist based on average daily attendance in the past three (3) months of consumers in the program.</li> <li>7. The maximum face-to-face ratio cannot be more than 15 consumers to 1 direct service/program staff, based on the average daily attendance in the past three (3) months of consumers in the program.</li> <li>8. All staff must have an understanding of recovery and psychosocial rehabilitation principles as defined by the Georgia Consumer Council and psychosocial rehabilitation principles published by USpra and must possess the skills and ability to assist other consumers in their own recovery processes.</li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. This service must operate at an established site approved to bill Medicaid for services. However, individual or group activities may take place offsite in natural community settings as appropriate for the Individualized Recovery Plan (IRP) developed by each consumer with assistance from the Program Staff.</li> <li>2. Individuals receiving this service must have a qualifying diagnosis present in the medical record prior to the initiation of services. The diagnosis must be given by persons identified in O.C.G.A Practice Acts as qualified to provide a diagnosis. These practitioners include a licensed psychologist, a physician or a PA or APRN (NP and CNS-PMH) working in conjunction with a physician with an approved job description or protocol.</li> <li>3. This service may operate in the same building as other day services; however, there must be a distinct separation between services in staffing, program description, and physical space during the hours the Peer Supports program is in operation except as noted above.</li> <li>4. Adequate space, equipment, furnishings, supplies, and other resources must be provided in order to effectively provide services and so that the program environment is clean and in good repair. Space, equipment, furnishings, supplies, transportation, and other resources for consumer use within the Peer Supports program must not be substantially different from space provided for other uses for similar numbers of individuals.</li> <li>5. Staff of the Peer Supports Program must be treated as equal to any other staff of the facility or organization and must be provided equivalent opportunities for training (both mandated and offered) and pay and benefits competitive and comparable to other staff based on experience and skill level.</li> <li>6. When this service is used in conjunction with Psychosocial Rehabilitation and ACT, documentation must demonstrate careful planning to maximize the effectiveness of this service as well as appropriate reduction in service amounts. Utilization of this service in conjunction with these services is subject to review by the External Review Organization.</li> <li>7. Consumers should set their own individualized goals and assess their own skills and resources related to goal attainment. Goals are set by exploring strengths and needs in the consumer's living, learning, social, and working environments. Goal attainment should be supported through a myriad of approaches (e.g. coaching approaches, assistance via technology, etc.)</li> <li>8. Implementation of services may take place individually or in groups.</li> <li>9. Each consumer must be provided the opportunity for peer assistance in the development and acquisition of needed skills and resources necessary to achieve stated</li> </ol>

## Peer Support Services

Clinical  
Operations,  
continued

goals.

10. A Peer Supports Program must offer a range of skill-building and recovery activities developed and led by consumers. These activities must include those that will most effectively support achievement of the consumer's rehabilitation and recovery goals.
11. The program must have a Peer Supports Organizational Plan addressing the following:
  - A service philosophy reflecting recovery principles as articulated by the Georgia Consumer Council, August 1, 2001. This philosophy must be actively incorporated into all services and activities and:
    - (a) View each individual as the director of his/her rehabilitation and recovery process
    - (b) Promote the value of self-help, peer support, and personal empowerment to foster recovery
    - (c) Promote information about mental illness and coping skills
    - (d) Promote peer-to-peer training of individual skills, social skills, community resources, and group and individual advocacy
    - (e) Promote the concepts of employment and education to foster self-determination and career advancement
    - (f) Support each individual to "get a life" using community resources to replace the resources of the mental health system no longer needed
    - (g) Support each individual to fully integrate into accepting communities in the least intrusive environment that promote housing of his/her choice
    - (h) Actively seek ongoing consumer input into program and service content so as to meet each individual's needs and goals and foster the recovery process
  - A description of the particular consumer empowerment models utilized, types of activities offered, and typical daily activities and schedule. If offered, meals must be described as an adjunctive peer relationship building activity rather than as a central activity.
  - A description of the staffing pattern, plans for staff who have or will have achieved Certified Peer Specialist and CPRP credentials, and how staff are deployed to assure that the required staff-to-consumer ratios are maintained, including how unplanned staff absences, illnesses, and emergencies are accommodated.
  - A description of how consumer staff within the agency are given opportunities to meet with or otherwise receive support from other consumers (including Georgia-certified Peer Specialists) both within and outside the agency.
  - A description of how consumers are encouraged and supported to seek Georgia certification as a Peer Specialist through participation in training opportunities and peer or other counseling regarding anxiety following certification.
  - A description of test-taking skills and strategies, assistance with study skills, information about training and testing opportunities, opportunities to hear from and interact with consumers who are already certified, additional opportunities for consumer staff to participate in clinical team meetings at the request of a consumer, and the procedure for the Program Leader to request a team meeting.
  - A description of the hours of operation, the staff assigned, and the types of services and activities provided for and by consumers as well as for families, parents, and/or guardians.
  - A description of the program's decision-making processes including how consumers direct decision-making about both individual and program-wide activities and about key policies and dispute resolution processes.
  - A description of how consumers participating in the service at any given time are given the opportunity to participate in and make decisions about the activities that are conducted or services offered within the Peer Supports program, about the schedule of those activities and services, and other operational issues.
  - A description of the space, furnishings, materials, supplies, transportation, and other resources available for individuals participating in the Peer Supports services.
  - A description of the governing body and/or advisory structures indicating how this body/structure meets requirements for consumer leadership and cultural diversity.
  - A description of how the plan for services and activities is modified or adjusted to meet the needs specified in each IRP.
  - A description of how consumer requests for discharge and change in services or service intensity are handled.

## Peer Support Services

	12. Assistive tools, technologies, worksheets, etc. can be used by the Peer Support staff to work with the served individual to improve his/her communication about treatment, symptoms, improvements, etc. with treating behavioral health and medical practitioners.
Documentation Requirements	<p>1. Providers must document services in accordance with the specifications for documentation requirements specified in Part II, Section V of the Provider Manual.</p> <p>2. Each 15 minute unit of service provided must be documented within the individual's medical record. Although there is no single prescribed format for documentation (a log may be used), the following elements MUST be included for every unit of service provided:</p> <ol style="list-style-type: none"> <li>the specific type of intervention must be documented</li> <li>the date of service must be named</li> <li>the number of unit(s) of service must be named</li> <li>the practitioner level providing the service/unit must be named</li> </ol> <p>For example, a group led by a Practitioner Level 4 that lasts 1 hour should be documented as 4 units of H0038HQU4U6 and the intervention type should be noted (such as "Enhancement of Recovery Readiness" group).</p> <p>3. Weekly progress notes must document the individual's progress relative to functioning and skills related to the person-centered goals identified in his/her IRP. This progress note aligns the weekly activities reported on the daily log or in daily notes to the stated interventions on the individualized recovery plan, and documents progress toward goals. The progress note may be written by any practitioner who provided services over the course of that week.</p> <p>4. If a daily log format is utilized, the consumer and Program Supervisor are required to sign the log once per week. The Supervisor's signature is an attestation that the daily activities documented did indeed occur over the course of that week. The consumer should also sign the log (if the consumer refuses, documentation of his/her refusal would be indicated in the weekly summary).</p> <p>5. While billed in increments, the Peer Support service is a program model. Daily time in/time out is tracked for while the person is present in the program, but due to time/in out not being required for each intervention, the time in/out may not correlate with the units billed as the time in/out will include breaks taken during the course of the program. However, the units noted on the log should be consistent with the units billed and, if noted, on the weekly progress note. If the units documented are not consistent, the most conservative number of units will be utilized and may result in a billing discrepancy.</p> <p>6. A provider shall only record units in which the consumer was actively engaged in services. Meals and breaks must not be included in the reporting of units of service delivered. Should a consumer leave the program or receive other services during the range of documented time in/time out for Peer Support hours, the absence should be documented on the log.</p>

## Psychosocial Rehabilitation

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Psychosocial Rehabilitation	Practitioner Level 4, In-Clinic	H2017	U4	U6			\$4.43	Practitioner Level 4, Out-of-Clinic	H2017	U4	U7			\$5.41
	Practitioner Level 5, In-Clinic	H2017	U5	U6			\$3.30	Practitioner Level 5, Out-of-Clinic	H2017	U5	U7			\$4.03



## Psychosocial Rehabilitation

Unit Value	Unit=15 minutes	Maximum Daily Units	5 units
Initial Auth	450 units	Re-Authorization	450 units
Auth Period	180 days	Utilization Criteria	LOCUS scores: 3-5
Service Definition	<p>A therapeutic, rehabilitative, skill building and recovery promoting service for individuals to gain the skills necessary to allow them to remain in or return to naturally occurring community settings and activities. Services include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1) Individual or group skill building activities that focus on the development of skills to be used by individuals in their living, learning, social and working environments;</li> <li>2) Social, problem solving and coping skill development;</li> <li>3) Illness and medication self-management;</li> <li>4) Prevocational skills (for example: preparing for the workday; appropriate work attire and personal presentation including hygiene and use of personal effects such as makeup, jewelry, perfume/cologne etc as appropriate to the work environment; time management; prioritizing tasks; taking direction from supervisors; appropriate use of break times and sick/personal leave; importance of learning and following the policies/rules and procedures of the workplace; workplace safety; problem solving/conflict resolution in the workplace; communication and relationships with coworkers and supervisors; resume and job application development; on-task behavior and task completion skills such as avoiding distraction from work tasks, following a task through to completion, asking for help when needed, making sure deadlines are clarified and adhered to, etc; learning common work tasks or daily living tasks likely to be utilized in the workplace such as telephone skills, food preparation, organizing/filing, scheduling/participating in/leading meetings, computer skills etc) and</li> <li>5) Recreational activities/leisure skills that improve self-esteem and recovery.</li> </ol> <p>The programmatic goals of the service must be clearly articulated by the provider, utilizing a best/evidence based model for service delivery and support. These best/evidence based models may include: the Boston University Psychosocial Rehabilitation approach, the Lieberman Model, the International Center for Clubhouse Development approach, or blended models/approaches in accordance with current psychosocial rehabilitation research. Practitioners providing this service are expected to maintain knowledge and skills regarding current research trends in best/evidence based models and practices for psychosocial rehabilitation.</p> <p>This service is offered in a group setting, though individual activities are allowable within the service when more circumstantially appropriate. Group activities and interventions should be made directly relevant to the needs, desires and IRP goals of the individual participants (i.e. an additional activity/group should be made available as an alternative to a particular group for those individuals who do not need or wish to be in that group, as clinically appropriate).</p>		
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual must have primary behavioral health issues (including those with a co-occurring substance abuse disorder or MR/DD) and present a low or no risk of danger to themselves or others; and one or more of the following;</li> <li>2. Individual lacks many functional and essential life skills such as daily living, social skills, vocational/academic skills and/or community/family integration; or</li> <li>3. Individual needs frequent assistance to obtain and use community resources.</li> </ol>		
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Primary behavioral health issues that continue to present a low or no imminent risk of danger to themselves or others (or is at risk of moderate to severe symptoms); and one or more of the following;</li> <li>2. Individual improvement in skills in some but not all areas; or</li> <li>3. If services are discontinued there would be an increase in symptoms and decrease in functioning</li> </ol>		
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; <b>and one or more of the following:</b></li> <li>2. Individual has acquired a significant number of needed skills; <b>or</b></li> <li>3. Individual has sufficient knowledge and use of community supports; <b>or</b></li> <li>4. Individual demonstrates ability to act on goals and is self sufficient or able to use peer supports for attainment of self sufficiency; <b>or</b></li> </ol>		

## Psychosocial Rehabilitation

	<ol style="list-style-type: none"> <li>5. Consumer/family need a different level of care; <b>or</b></li> <li>6. Consumer/family requests discharge.</li> </ol>
Service Exclusions	<ol style="list-style-type: none"> <li>1. Cannot be offered in conjunction with SA Day Services.</li> <li>2. Service can be offered while enrolled in a Crisis Stabilization Unit in a limited manner when documentation supports this combination as a specific need of the individual. Time and intensity of services in PSR must be at appropriate levels when PSR is provided in conjunction with other services. (This will trigger a review by the External Review Organization). This service cannot be offered in conjunction with Medicaid MR Waiver services.</li> </ol>
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Individuals who require one-to-one supervision for protection of self or others.</li> <li>2. Individual has primary diagnosis of substance abuse, developmental disability, autism, or organic mental disorder without a co-occurring DSM IV mental disorder diagnosis.</li> </ol>
Required Components	<ol style="list-style-type: none"> <li>1. This service must operate at an established clinic site approved to bill Medicaid for services. However, individual or group activities should take place offsite in natural community settings as is appropriate to the participating consumer's Individualized Recovery Plan.</li> <li>2. This service may operate in the same building as other day-model services; however, there must be a distinct separation between services in staffing, program description, and physical space during the hours the PSR program is in operation except as described above.</li> <li>3. Adequate space, equipment, furnishings, supplies and other resources must be provided in order to effectively provide services and so that the program environment is clean and in good repair. Space, equipment, furnishings, supplies, transportation, and other resources for consumer use within the PSR program must not be substantially different from that provided for other uses for similar numbers of individuals.</li> <li>4. A PSR program must be operated for no less than 25 hours a week, typically during day, evening and weekend hours. No more than 5 hours per day may be billed for any one consumer.</li> <li>5. A PSR program must operate to assist individuals in attaining, maintaining, and utilizing the skills and resources needed to aid in their own rehabilitation and recovery.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. The program must be under the direct programmatic supervision of a Certified Psychiatric Rehabilitation Practitioner (CPRP), or staff who can demonstrate activity toward attainment of certification (an individual can be working toward attainment of the certification for up to one year under a non-renewable waiver which will be granted by the DBHDD Regional Coordinator). For purposes of this service "programmatic supervision" consists of the day-to-day oversight of the program as it operates (including elements such as maintaining the required staffing patterns, staff supervision, daily adherence to the program model, etc.)</li> <li>2. Additionally, the program must be under the clinical oversight of an independently licensed practitioner (this should include meeting with the programmatic leadership on a regular basis to provide direction and support on whether the individuals in the program are clinically improving, whether the design of the program promotes recovery outcomes, etc.).</li> <li>3. There must be a CPRP with a Bachelor's Degree present at least 80% of all time the service is in operation regardless of the number of consumers participating.</li> <li>4. The maximum face-to-face ratio cannot be more than 12 consumers to 1 direct service/program staff (including CPRPS) based on average daily attendance of consumers in the program.</li> <li>5. At least one CPRP (or someone demonstrating activity toward attainment of certification) must be onsite face-to-face at all times (either the supervising CPRP or other CPRP staff) while the program operates regardless of the number of consumers participating. All staff are encouraged to seek and obtain the CPRP credential. All staff must have an understanding of recovery and psychosocial rehabilitation principles as defined by USPRA and must possess the skills/ability to assist individuals in their own recovery processes.</li> <li>6. Basic knowledge for all staff serving individuals with mental illness or substance abuse in "co-occurring capable" day services must include the content areas in <i>Georgia DBHDD Suggested Best Practices: Principles and Staff Capabilities for Day Services Serving Adults with Co-Occurring Disorders of Substance Abuse and Mental Illness</i>.</li> <li>7. Programs must have documentation that there is one staff person that is "co-occurring capable." This person's knowledge must go beyond basic understanding and</li> </ol>

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	<p>must demonstrate actual staff capabilities in using that knowledge for individuals with co-occurring disorders. Personnel documentation should demonstrate that this staff person has received a minimum of 4 hours of training in co-occurring treatment within the past 2 years.</p> <p>8. If the program does not employ someone who meets the criteria for a MAC, CACII, and/or CADC, then the program must have documentation of access to an addictionologist and/or one of the above for consultation on addiction-related disorders as co-occurring with the identified mental illness.</p>
Clinical Operations	<ol style="list-style-type: none"> <li>1. Individuals receiving this service must have a qualifying diagnosis present in the medical record prior to the initiation of services. The diagnosis must be given by persons identified in O.C.G.A Practice Acts as qualified to provide a diagnosis. These practitioners include a licensed psychologist, a physician or a PA or APRN (NP and CNS-PMH) working in conjunction with a physician with an approved job description or protocol.</li> <li>2. Rehabilitation services facilitate the development of an individual's skills in the living, learning, social, and working environments, including the ability to make decisions regarding: self-care, management of illness, life work, and community participation. The services promote the use of resources to integrate the individual into the community.</li> <li>3. Rehabilitation services are consumer driven and are founded on the principles and values of individual choice and active involvement of individuals in their rehabilitation. Through the provision of both formal and informal structures consumers are able to influence and shape service development.</li> <li>4. Rehabilitation services must include education on self-management of symptoms, medications and side effects; identification of rehabilitation preferences; setting rehabilitation goals; and skills teaching and development.</li> <li>5. All individuals should participate in setting individualized goals for themselves and in assessing their own skills and resources related to goal attainment. Goals are set by exploring strengths and needs in the individual's living, learning, social, and working environments. Implementation of services may take place individually or in groups.</li> <li>6. Each individual must be provided assistance in the development and acquisition of needed skills and resources necessary to achieve stated goals.</li> <li>7. PSR programs must offer a range of skill-building and recovery activities from which individuals choose those that will most effectively support achievement of the individual's rehabilitation and recovery goals. These activities must be developed based on participating individual's input and stated interests. Some of these activities should be taught or led by consumers themselves as part of their recovery process.</li> <li>8. A PSR program must be capable of serving individuals with co-occurring disorders of mental illness and substance abuse utilizing integrated methods and approaches that address both disorders at the same time (e.g. groups and occasional individual interventions utilizing approaches to co-occurring disorders such as motivational interviewing/building motivation to reduce or stop substance use, stage based interventions, refusal skill development, cognitive behavioral techniques, psychoeducational approaches, relapse prevention planning and techniques etc). For those individuals whose substance abuse and dependence makes it difficult to benefit from the PSR program, even with additional or modified methods and approaches, the PSR program must offer co-occurring enhanced services or make appropriate referrals to specialty programs specifically designed for such individuals.</li> <li>9. The program must have a PSR Organizational Plan addressing the following: <ol style="list-style-type: none"> <li>a. Philosophical principles of the program must be actively incorporated into all services and activities including (adapted from Hughes/Weinstein): <ol style="list-style-type: none"> <li>i. View each individual as the director of his/her rehabilitation process</li> <li>ii. Solicit and incorporate the preferences of the individuals served</li> <li>iii. Believe in the value of self-help and facilitate an empowerment process</li> <li>iv. Share information about mental illness and teach the skills to manage it</li> <li>v. Facilitate the development of recreational pursuits</li> <li>vi. Value the ability of each individual with a mental illness to seek and sustain employment and other meaningful activities in a natural community environment</li> <li>vii. Help each individual to choose, get, and keep a job (or other meaningful daily activity)</li> </ol> </li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>viii. Foster healthy interdependence</li> <li>ix. Be able to facilitate the use of naturally occurring resources to replace the resources of the mental health system</li> <li>b. Services and activities described must include attention to the following:               <ul style="list-style-type: none"> <li>i. Engagement with others and with community</li> <li>ii. Encouragement</li> <li>iii. Empowerment</li> <li>iv. Consumer Education and Training</li> <li>v. Family Member Education and Training</li> <li>vi. Assessment</li> <li>vii. Financial Counseling</li> <li>viii. Program Planning</li> <li>ix. Relationship Development</li> <li>x. Teaching</li> <li>xi. Monitoring</li> <li>xii. Enhancement of vocational readiness</li> <li>xiii. Coordination of Services</li> <li>xiv. Accommodations</li> <li>xv. Transportation</li> <li>xvi. Stabilization of Living Situation</li> <li>xvii. Managing Crises</li> <li>xviii. Social Life</li> <li>xix. Career Mobility</li> <li>xx. Job Loss</li> <li>xxi. Vocational Independence</li> </ul> </li> <li>c. A description of the particular rehabilitation models utilized, types of interventions practiced, and typical daily activities and schedule.</li> <li>d. A description of the staffing pattern, plans for staff who will achieve CPRP credentials, and how staff are deployed to assure that the required staff-to-consumer ratios are maintained, including how unplanned staff absences, illnesses, and emergencies are accommodated.</li> <li>e. A description of how the program will assure that it is co-occurring capable and how it will adjust or make appropriate referrals for individuals needing a co-occurring enhanced PSR program.</li> <li>f. A description of the hours of operation, the staff assigned, and the types of services and activities provided for consumers, families, parents, and/or guardians including how consumers are involved in decision-making about both individual and program-wide activities.</li> <li>g. A description of how the plan for services and activities will be modified or adjusted to meet the needs specified in each IRP.</li> <li>h. A description of services and activities offered for education and support of family members.</li> <li>i. A description of how consumer requests for discharge and change in services or service intensity are handled and resolved.</li> </ul>
Service Access	A PSR program must be open for no less than 25 hours a week, typically during day, evening and weekend hours. No more than 5 hours per day may be billed per/consumer.

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Billing and Reporting Requirements	Units of service by practitioner level must be aggregated daily before claim submission
Documentation Requirements	<ol style="list-style-type: none"> <li>Providers must document services in accordance with the specifications for documentation requirements specified in Part II, Section V of the Provider Manual.</li> <li>Each 15 minute unit of service provided must be documented within the individual's medical record. Although there is no single prescribed format for documentation (a log may be used), the following elements MUST be included for every unit of service provided: <ol style="list-style-type: none"> <li>the specific type of intervention must be documented</li> <li>the date of service must be named</li> <li>the number of unit(s) of service must be named</li> <li>the practitioner level providing the service/unit must be named</li> </ol> <p>For example, a group led by a Practitioner Level 4 that lasts 1 hour should be documented as 4 units of H0017U4U6 and the intervention type should be noted (such as "Enhancement of Recovery Readiness" group).</p> </li> <li>Weekly progress notes must document the individual's progress relative to functioning and skills related to the person-centered goals identified in his/her IRP. This progress note aligns the weekly activities reported on the daily log or in daily notes to the stated interventions on the individualized recovery plan, and documents progress toward goals. The progress note may be written by any practitioner who provided services over the course of that week.</li> <li>If a daily log format is utilized, the consumer and Program Supervisor are required to sign the log once per week. The Supervisor's signature is an attestation that the daily activities documented did indeed occur over the course of that week. The consumer should also sign the log (if the consumer refuses, documentation of his/her refusal would be indicated in the weekly summary).</li> <li>While billed in increments, the PSR service is a program model. Daily time in/time out is tracked for while the person is present in the program, but due to time in/out not being required for each intervention, the time in/out may not correlate with the units billed as the time in/out will include breaks taken during the course of the program. However, the units noted on the log should be consistent with the units billed and, if noted, on the weekly progress note. If the units documented are not consistent, the most conservative number of units will be utilized and may result in a billing discrepancy.</li> <li>A provider shall only record units in which the consumer was actively engaged in services. Meals and breaks must not be included in the reporting of units of service delivered. Should a consumer leave the program or receive other services during the range of documented time in/time out for PSR hours, the absence should be documented on the log.</li> <li>When this service is used in conjunction with Crisis Stabilization Units, Peer Supports, and ACT (on a limited basis), documentation must demonstrate careful planning to maximize the effectiveness of this service as well as appropriate reduction in service amounts of PSR. Utilization of psychosocial rehabilitation in conjunction with these services is subject to additional review by the External Review Organization.</li> </ol>

Residential: Independent Residential Services														
Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Supported Housing	Mental Health	H0043	R1					Addictive Diseases	H0043	HF	R1			
Unit Value	Unit= 1 day							Maximum Daily Units	1 unit					
Initial Authorization	180 units							Re-Authorization	180 units					
Authorization Period	180 days							Benefit Information	LOCUS score:1-4					
Service Definition	Independent Residential Service (IRS) provides scheduled residential service to a consumer who requires a low level of residential structure to maintain stable housing, continue with their recovery, and increase self-sufficiency. This residential placement will reflect consumer choice and should be fully integrated in the community in a scattered site individual residence.													
Admission Criteria	1. Individual must meet target population as indicated above, <i>and</i> 2. Individual demonstrates ability to live with minimal supports <i>and</i> 3. Individual, states a preference to live independently.													
Continuing Stay Criteria	Consumer continues to benefit from and require minimal community supports.													
Discharge Criteria	1. Consumer, or appropriate legal representative, no longer desires service, <i>or</i> 2. Consumer no longer meets program and/or housing criteria.													
Clinical Exclusions	Individuals with the following conditions are excluded from admission unless there is documented evidence of a psychiatric condition: developmentally disability, autism, organic mental disorder, or traumatic brain injury.													
Required Components	1. The organization must have an executive director or program director charged with the responsibility for day-to-day management of the organization. 2. If applicable, the organization must be licensed by the Georgia Office of Regulatory Services to provide residential services to consumers with mental illness and/or substance abuse diagnosis. 3. The Independent Residential Service provides scheduled visits to a consumer's apartment or home to assist with residential responsibilities. 4. Services must be provided at a time that accommodates consumers' needs, which may include during evenings, weekends, and holidays. 5. This service requires a minimum of 1 face-to-face contact with the consumer in their home each week (see also D. for an exception). 6. Independent Residential Services may only be provided within a supportive housing program or within the consumer's own apartment or home. 7. There must be a written Residential Crisis Response Plan that guides the residential provider's response to an individual's crisis episode while receiving residential services that diverts the loss of housing and promotes housing stability. This plan shall be developed in partnership with the individual and offer 24/7 access to a residential services specialist in the event of a crisis.													
Staffing Requirements	1. Residential Managers may be persons with at least 2 years experience providing MH or AD services and with at least a high school diploma; however, this person must be supervised by a licensed staff member (including LMSW, LAMFT, LAPC or 4 year RN). 2. Persons with high school diplomas, GEDs, or higher degrees may provide direct support services under the supervision of a Residential Manager. 3. A staff person must be available 24/7 to respond to emergency calls within one hour. 4. A minimum of one staff per 35 consumers may not be exceeded.													

## Residential: Independent Residential Services

Clinical Operations	<ol style="list-style-type: none"> <li>1. The organization must have a written description of the Independent Residential Service offered that includes, at a minimum, the purpose of the service; the intended population to be served; service philosophy/model; level of supervision and oversight provided; and outcome expectations for its residents.</li> <li>2. The focus of service is to view each consumer as the director of his/her own recovery; to promote the value of self-help and peer support; to provide information about mental illness and coping skills; to promote social skills, community resources, and individual advocacy; to promote employment and education to foster self-determination and career advancement; to support each consumer in using community resources to replace the resources of the mental health system no longer needed; to support each consumer to fully integrate into scattered site residential placement or in housing of his or her choice; and to provide necessary support and assistance to the consumer that furthers recovery goals, including transportation to appointments and community activities that promote recovery.</li> <li>3. The Goal of this service is to fully integrate the consumer into an accepting community in the least intrusive environment that promotes housing of his/her choice.</li> <li>4. The outcomes of this service will focus on recovery, housing, employment and meaningful life in the community. These outcomes will be measured based upon: <ol style="list-style-type: none"> <li>a. Reduction in hospitalizations;</li> <li>b. Reduction in incarcerations;</li> <li>c. Maintenance of housing stability;</li> <li>d. Participation in education, vocational training or gainful employment, if this is a goal in the Individualized Recovery plan;</li> <li>e. Participation in community meetings and other social and recreational activities;</li> <li>f. Participation in activities that promote recovery and community integration.</li> </ol> </li> </ol>
Service Access	In addition to receiving Independent Residential Services, consumers should be linked to adult mental health and/or addictive disease services, as applicable, including Core or Private psychiatrist and Specialty services; however, individuals served shall not lose this support as a result of his/her choice to opt out of other behavioral health support/treatment services (unless these services are otherwise required by a federal program/fund source supporting a specific individual).
Billing and Reporting Requirements	<ol style="list-style-type: none"> <li>1. All applicable MICP and other DBHDD reporting requirements must be met.</li> <li>2. Each month, the provider must submit a Monthly Residential Service Report developed by the Department that identifies the actual utilization of independent residential services including amount spent, number of units occupied, and number of individuals served.</li> </ol>
Documentation Requirements	<ol style="list-style-type: none"> <li>1. The organization must develop and maintain sufficient written documentation to support the services for which billing is submitted. This documentation, at a minimum, must confirm that the individual for whom billing is requested was enrolled in the Independent Residential Services on the billing date and that residential contact and support services are being provided at least once per week. The individual's record must also include each week's programming/service schedule in order to document the provision of the personal support activities.</li> <li>2. Providers must provide documentation that demonstrates compliance with a minimum of 1 face-to-face contact per week, which includes date and time in/time out.</li> <li>3. Weekly progress notes must be entered in the individual's record to enable the monitoring of the individual's progress toward recovery goals and to reflect the Individualized Recovery Plan implementation. The individual's record should include health issues or concerns and how they are being addressed, appointments for psychiatric and medical care that are scheduled for the consumer, attendance at other treatments such as addictive diseases counseling that staff may be assisting the consumer to attend, assistance provided to the consumer to help him or her reach recovery goals and the consumer's participation in other recovery activities.</li> <li>4. Each note must be signed and dated and must include the professional designation of the individual making the entry.</li> <li>5. Documentation must be legible and concise and include the printed name and the signature of the treating practitioner. The name, title, and credentials of the individual providing the service must reflect the staffing requirements established for Independent Residential Services being delivered.</li> </ol>



## Residential: Intensive Residential Services

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Supported Housing	Mental Health	H0043	R3					Addictive Diseases	H0043	HF	R3			
Unit Value	Unit= 1 day							Maximum Daily Units	1					
Initial Authorization	180 units							Re-Authorization	180 units					
Authorization Period	180 days							Utilization Criteria	LOCUS Score: 3-5					
Service Definition	Intensive Residential Service provides around the clock assistance to consumers within a residential setting that assists them to successfully maintain housing stability in the community, continue with their recovery, and increase self-sufficiency.													
Admission Criteria	Adults aged 18 or older must meet the following criteria: 1. Serious Mental Illness, Addictive Disease Issues, or Co-occurring Mental Illness and Addictive Diseases Diagnosis <b>and one or more of the following:</b> 2. Frequent psychiatric hospitalizations, i.e., more than 2 admissions in the last year and/or lengthy admission in the last year (more than 30 days); <b>or</b> 3. Frequent incarcerations, i.e., more than 2 incarcerations in the last year or lengthy incarceration in the last year (more than 60 days) <b>or</b> 4. Requires a highly supportive environment with 24/7 awake staff to divert from going to a more intensive level of care. 5. Symptoms/behaviors indicate a need for continuous monitoring and supervision by 24/7 awake staff to ensure safety; <b>or</b> 6. Insufficient or severely limited skills needed to maintain stable housing and had failed using less intensive residential supports.													
Continuing Stay Criteria	Individual continues to meet Admission Criteria													
Discharge Criteria	1. Individual can effectively and safely be supported with a more appropriate level of service due to change in individual's level of functioning; <b>or</b> 2. Individual or appropriate legal representative, requests discharge.													
Clinical Exclusions	Individuals with the following conditions are excluded from admission unless there is documented evidence of psychiatric condition: developmentally disability, autism, organic mental disorder, or traumatic brain injury.													
Required Components	1. In addition to receiving Intensive Residential Services, consumers will be linked to adult mental health services including Core or private psychiatrist or Specialty Services. 2. The organization must have an executive director or program director charged with the responsibility for day-to-day management of the organization. 3. The residential program must provide a structured and supported living environment 24 hours a day, 7 days a week with AWAKE staff on-site at all times. 4. Intensive Residential Service must provide a minimum of 5 hours per week of skills training programming relevant to the consumer's Individual Recovery Plan (IRP). 5. There must be a written Residential Crisis Response Plan that guides the residential provider's response to an individual's crisis episode while receiving residential services that diverts the loss of housing and promotes housing stability. This plan shall be developed in partnership with the individual and offer 24/7 access to a residential services specialist in the event of a crisis. 6. When this service is provided in traditional residential settings such as group homes, community living arrangement, etc., the following are required: a. Facility must be licensed by the Georgia HFR as a facility which can provide support to those with behavioral health concerns. b. Each resident facility must be arranged and maintained to provide adequate measures for the health, safety, access and well being of the residents. c. Each resident facility must comply with all relevant safety codes.													

## Residential: Intensive Residential Services

	<ul style="list-style-type: none"> <li>d. All areas of the residential facility must be clean, safe, appropriately equipped, and furnished for the services delivered.</li> <li>e. The facility must comply with the Americans with Disabilities Act.</li> <li>f. The facility must maintain a written evacuation plan to be used in the case of fire or other disaster. An appropriate written certification of compliance must be obtained indicating that all applicable fire and safety code requirements have been satisfied. Periodic fire and other safety drills must be conducted.</li> <li>g. Evacuation routes must be clearly marked by exit signs.</li> <li>h. The program must be responsible for providing physical facilities that are structurally sound and that meet all applicable federal, state, and local regulations for adequacy of construction, safety, sanitation, and health.</li> </ul>
Staffing Requirements	<ul style="list-style-type: none"> <li>1. Residential Managers may be persons with at least 2 years experience providing MH or AD services and at least a high school diploma; however this person must be directly supervised by a licensed staff member (including LMSW, LAMFT, LAPC, or 4-year RN).</li> <li>2. Persons with high school diplomas, GEDs or higher, who have completed the paraprofessional training required for DBHDD contracted organizations and under the supervision of a Residential Manager may perform residential services.</li> <li>3. A minimum of at least one (1) awake on-site staff 24/7.</li> </ul>
Clinical Operations	<ul style="list-style-type: none"> <li>1. The organization must have a written description of the Intensive Residential Service offered that includes, at a minimum, the purpose of the service; the intended population to be served; service philosophy/model, level of supervision and oversight provided; and outcome expectations for its residents.</li> <li>2. Intensive Residential Service assists those individuals with an intensive need for personal supports and skills training to restore, develop, or maintain skills in functional areas in order to live meaningful lives in the community; develop or maintain social relationships, and participate in social, interpersonal, vocational, recreational or community activities. Services must be delivered to consumers relevant to their individualized Recovery Plan.</li> <li>3. Intensive Residential Service must provide a minimum of 5 hours of skills training and/or support activities per week that relate to the individual's IRP.</li> </ul> <p><u>Skills Training</u> may include interpersonal skills training; coping skills/problem solving; symptom identification and management; cooking; maintaining a residence; using public transportation; shopping; budgeting and other needed skills training as identified in the IRP.</p> <p><u>Support Activities</u> may include daily contacts by Intensive Residential Service staff daily to monitor physical and mental health needs; crisis intervention when needed; assistance with scheduling of medical and mental health appointments; the supervision of the self-administration of medications; transportation to medical/dental/mental health/employment/recreational activities; participation in community activities; and other needed supports as identified in the IRP.</p>
Reporting and Billing Requirements	Each month, the provider must submit a Monthly Residential Service Report developed by the Department that identifies the actual utilization of intensive residential services including amount spent, number of units occupied, and number of individuals served.
Documentation Requirements	<ul style="list-style-type: none"> <li>1. The organization must develop and maintain sufficient written documentation to support the Intensive Residential Service for which billing is made. This documentation, at a minimum, must confirm that the individual for whom billing is requested was a resident of the Intensive Residential Service on the date of service. The individual's record must also include each week's programming/service schedule in order to document the provision of the required amount of skills training and support activities.</li> <li>2. Weekly progress notes must be entered in the individual's record to enable the monitoring of the individual's progress toward IRP and recovery goals.</li> <li>3. The record should include health issues and how they are being addressed; appointments for psychiatric and medical care that are scheduled for the consumer; attendance at other treatments such as addictive diseases counseling that staff may be assisting consumer to attend; assistance provided to the consumer to help him or her reach recovery goals; and the consumer's participation in other recovery activities.</li> <li>4. Each note must be signed and dated and must include the professional designation of the individual making the entry.</li> </ul>

## Residential: Intensive Residential Services

5. Documentation must be legible and concise and include the printed name and the signature of the service provider. The name, title, and credentials of the individual providing the service must reflect the staffing requirements established for the Intensive Residential Service being delivered.

## Residential: Semi-Independent Residential Services

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Supported Housing	Mental Health	H0043	R2					Addictive Diseases	H0043	HF	R2			
Unit Value	Unit= 1 day							Maximum Daily Unit	1					
Initial Auth	180 units							Re-Authorization	180 units					
Auth Period	180 days							Benefit Information	LOCUS Score: 2-4					
Service Definition	Semi-Independent Residential Service on-site programming for consumers within a residential setting to assist them to successfully maintain stable housing, continue with their recovery, and increase self-sufficiency.													
Admission Criteria	Adults aged 18 or older with: 1. Serious Mental Illness, Addictive Disease Issues, or Co-occurring Mental Illness and Addictive Diseases Diagnoses <b>and</b> 2. Demonstrates the need for 24/7 available staff support, daily contact, and moderate assistance with residential responsibilities and one or more of the following: 3. Individual's symptoms/behaviors indicate a need for moderate skills training and personal supports; <b>or</b> 4. Individual has limited skills needed to maintain stable housing and has failed using a less intensive residential service; <b>or</b> 5. Individual requires frequent medication assistance to prevent relapse.													
Continuing Stay Criteria	Individual continues to meet Admission Criteria													
Discharge Criteria	1. Individual can effectively and safely be supported with a more appropriate level of service due to change in individual's level of functioning; <b>or</b> 2. Individual or appropriate legal representative requests discharge.													
Clinical Exclusions	Individuals with the following conditions are excluded from admission unless there is documented evidence of psychiatric condition: developmentally disability, autism, organic mental disorder, or traumatic brain injury													
Required Components	1. Semi Independent Residential Services may only be provided by a DBHDD Contracted Provider. 2. The organization must have an executive director or program director charged with the responsibility for day-to-day management of the organization. 3. Traditional residential settings such as group homes, community living arrangements, etc. must: a. Be licensed by the Georgia Office of Regulatory Services to provide residential services to consumers with mental illness and/or substance abuse diagnosis. b. Be arranged and maintained to provide adequate measures for the health, safety, access and well being of the residents. c. Comply with all relevant safety codes.													

## Residential: Semi-Independent Residential Services

	<ul style="list-style-type: none"> <li>d. Be clean, safe, appropriately equipped, and furnished for the services delivered.</li> <li>e. Comply with the Americans with Disabilities Act for access.</li> <li>f. Maintain a written evacuation plan to be used in the case of fire or other disaster. An appropriate written certification of compliance must be obtained indicating that all applicable fire and safety code requirements have been satisfied. Periodic fire and other safety drills must be conducted.</li> <li>g. Have evacuation routes clearly marked by exit signs.</li> <li>h. Be responsible for providing physical facilities that are structurally sound and meet all applicable federal, state, and local regulations for adequacy of construction, safety, sanitation, and health.</li> <li>i. Provide a supported living environment 24 hours, 7 days a week. Staff will be on-site for at least 36 hours each week to accommodate residents' needs. There must be an emergency response plan when staff is not scheduled on-site.</li> <li>j. Provide, within the required 36 hours of staffing coverage, a minimum of 3 hours per week of skills training and/or personal support relevant to the consumer's IRP</li> <li>k. Have a written Residential Crisis Response Plan that guides the residential provider's response to an individual's crisis episode that diverts the loss of housing and promotes housing stability. This plan shall be developed with the individual and offer 24/7 access to a residential services specialist in the event of a crisis.</li> </ul>
Staffing Requirements	<ul style="list-style-type: none"> <li>1. Residential Managers may be persons with at least 2 years experience providing MH or AD services and at least a high school diploma; however, this person must be directly supervised by a licensed staff member (including LMSW, LAMFT, LAPC or 4 year RN).</li> <li>2. Persons with high school diplomas, GEDs, or higher, who have completed the paraprofessional training required for DBHDD contracted organizations may provide direct support services under the supervision of a Residential Manager.</li> <li>3. A staff person must be available 24/7 to respond to emergency calls within one (1) hour.</li> <li>4. A staff person must be on site at least 36 hours a week.</li> </ul>
Clinical Operations	<ul style="list-style-type: none"> <li>1. The organization must have a written description of the Semi-Independent Residential Service offered that includes, at a minimum, the purpose of the service; the intended population to be served; level of supervision and oversight provided; and outcome expectations for its residents.</li> <li>2. The focus of Semi-Independent Residential Service is to view each consumer as the director of his/her own recovery; to promote the value of self-help and peer support; to provide information about mental illness and coping skills; to promote social skills, community resources, and individual advocacy; to promote employment and education to foster self-determination and career advancement; to support each consumer in using community resources to replace the resources of the mental health system no longer needed; and to support each consumer to fully integrate into scattered site residential placement or in housing of his or her choice, and to provide necessary support and assistance to the consumer that furthers recovery goals, including transportation to appointments and community activities that promote recovery.</li> <li>3. The Goal of Semi-Independent Residential Supports is to further integrate the consumer into an accepting community in the least intrusive environment that promotes housing of his/her choice.</li> <li>4. The outcomes of Semi-Independent Residential Supports will focus on recovery, housing, employment, and meaningful life in the community. These outcomes will be measured based upon: <ul style="list-style-type: none"> <li>a. Reduction in hospitalizations;</li> <li>b. Reduction in incarcerations;</li> <li>c. Maintenance of housing stability;</li> <li>d. Participation in education, vocational training or gainful employment, if this is a goal in the Individualized Recovery Plan;</li> <li>e. Participation in community meetings and other social and recreational activities;</li> <li>f. Participation in activities that promote recovery and community integration.</li> </ul> </li> </ul>

## Residential: Semi-Independent Residential Services

	<p>5. Semi-Independent Residential Service assists those individuals who will benefit from a moderate level of personal support and skill training to restore, develop, or maintain skills in functional areas in order to live meaningful lives in the community; develop or maintain social relationships; and participate in social, interpersonal, recreational or community activities. Services must be delivered to individuals according to their IRP.</p> <p>6. Semi-Independent Residential Service provides at least 36 hours of on-site residential service and a minimum of 3 hours of direct skills training and/or individual support each week. This level of residential service shall include:</p> <p>Skill Training Activities such as budgeting, shopping, menu planning and food preparation, leisure skill development, maintaining a residence, using public transportation, symptom identification and management, medication self-administering training, and other needed skills training as identified in the IRP.</p> <p>AND</p> <p>Personal Support Activities such as daily face-to-face contact with the consumer by Residential Service staff to ensure needs are being met; supportive counseling; crisis intervention as needed; tracking of appointments, assistance with transportation to appointments, shopping, employment, academics, recreational and support activities, and other needed supports as identified in the IRP</p>
Service Access	In addition to receiving Semi Independent Residential Services, consumers will be linked to adult mental health and/or addictive disease services including Core or private Psychiatrist or Specialty services.
Reporting and Billing Requirements	Each month, the provider must submit a Monthly Residential Service Report developed by the Department that identifies the actual utilization of semi-independent residential services including amount spent, number of units occupied, and number of individuals served.
Documentation Requirements	<p>1. Individuals receiving this service must have a qualifying diagnosis present in the medical record prior to the initiative of services. The diagnosis must be given by persons identified in O.C.G.A. Practice Acts as qualified to provide a diagnosis.</p> <p>2. Providers must document services in accordance with the specifications for documentation found in "Documentation Guidelines" in Part II, Section IV of this manual.</p> <p>3. The organization must develop and maintain sufficient written documentation to support that Semi-Independent Residential Services were provided to the individual, as defined herein and according to billing. This documentation must confirm that the individual for whom billing is requested was a resident of the Semi-Independent Residential Services on the date billed. The individual's record must also include each week's programming/ service schedule in order to document provision of the required amount of skill training and personal support activities.</p> <p>4. Providers must provide documentation that demonstrates compliance with a minimum of 3 hours each week of skills training and personal support activities, which include date, and time in/time out of contact.</p> <p>5. Weekly progress notes must be entered in the individual's record to enable the monitoring of the individual's progress toward meeting treatment and rehabilitation goals and to reflect the Individualized Recovery Plan implementation.</p> <p>6. The record should include health issues or concerns and how they are being addressed, appointments for psychiatric and medical care that are scheduled for the consumer, attendance at other treatments, such as addictive diseases counseling that staff may be assisting the consumer to attend, assistance provided to the consumer to help him or her reach recovery goals, and the consumer's participation in other recovery activities.</p> <p>7. Each note must be signed and dated and must include the professional designation of the individual making the entry.</p> <p>8. Documentation must be legible and concise and include the printed name and the signature of the treating practitioner. The name, title, and credentials of the individual providing the service must reflect the staffing requirements established for Semi-Independent Residential Services being delivered.</p>

## Residential Substance Detoxification

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Alcohol and/or Other Drug Services; Sub-acute Detoxification (Residential Addiction Program Outpatient)		H0012					\$85.00							
Unit Value	1 day (per diem)							Maximum Daily Units	1 unit					
Initial Authorization	30 days							Re-Authorization						
Authorization Period	30 days							Utilization Criteria	LOCUS scores: 3-6					
Service Definition	Residential Substance Detoxification is an organized and voluntary service that may be delivered by appropriately trained staff who provide 24-hour per day, 7 day per week supervision, observation and support for individuals during detoxification. Residential detoxification is characterized by its emphasis on medical monitoring and/or on peer/social support, and should reflect a range of residential detoxification service intensities from ASAM (American Society of Addiction Medication) Level III.2D to III.7D. These levels provide care for individuals whose intoxication/withdrawal signs and symptoms may only require 24-hour supervision, observation and support by appropriately trained staff with an emphasis on peer/social support that cannot be provided by the individual's natural support system, or that are sufficiently severe enough to require 24-hour medically monitored withdrawal management and support from medical and nursing professionals in a permanent facility with inpatient beds. All programs at these levels rely on established clinical protocols to identify individuals who are in need of medical services beyond the capacity of the facility and to transfer such individuals to more appropriate levels of service.													
Admission Criteria	Adults/Older Adolescent 1. Has a Substance Related Disorder with a DSM diagnosis of either 303.00, 291.81, 291.0, 292.89, 292.0, and 2. Per (ASAM PPC-2, Dimension-1) is experiencing signs of severe withdrawal, or there is evidence (based on history of substance intake, age, gender, previous withdrawal history, present symptoms, physical condition, and/or emotional/behavioral condition) that severe withdrawal syndrome is imminent; and is assessed as manageable at this level of service; <b>and</b> 3. There is strong likelihood that the individual will not complete detoxification at another level of service and enter into continued treatment or self-help recovery <b>as evidenced by one of the following:</b> a. individual requires medication and has recent history of detoxification at a less intensive service level, marked by past and current inability to complete detoxification and enter continuing addiction treatment; individual continues to lack skills or supports to complete detoxification, <b>or</b> b. individual has a recent history of detoxification at less intensive levels of service marked by inability to complete detoxification or enter into continuing addiction treatment and continues to have insufficient skills to complete detoxification, <b>or</b> c. individual has co-morbid physical or emotional/behavioral condition that is manageable in a Level III.7-D setting but which increases the clinical severity of the withdrawal and complicates detoxification.													

## Residential Substance Detoxification

Continuing Stay Criteria	Individual's withdrawal signs and symptoms are not sufficiently resolved so that the individual can be managed in a less intensive service.
Discharge Criteria	<ol style="list-style-type: none"> <li>1. An adequate continuing care plan has been established; and one or more of the following:</li> <li>2. Goals of the Individualized Recovery Plan have been substantially met; or</li> <li>3. Individual requests discharge and individual is not in imminent danger of harm to self or others; or</li> <li>4. Individual's signs and symptoms of withdrawal have failed to respond to treatment and have intensified (as confirmed by higher scores on the CIWA-Ar or other comparable standardized scoring system), such that transfer to a Level IV-D detoxification service is indicated.</li> </ol>
Service Exclusions	ACT, Nursing Assessment and Medication Administration (Medication administered as a part of Residential Detoxification is not to be billed as Medication Administration.)
Clinical Exclusions	Concomitant medical condition and/or other behavioral health issues warrant inpatient treatment or Crisis Stabilization Unit admission.
Required Components	<ol style="list-style-type: none"> <li>1. This service must be licensed by DCH/HFR under the Rules and Regulations for Drug Abuse Treatment Programs, 290-4-2.</li> <li>2. A physician's order in the individual's record is required to initiate a detoxification regimen.</li> <li>3. Medication administration may be initiated only upon the order of a physician.</li> <li>4. Verbal orders or those initiated by a Physician's Assistant or CNS are acceptable provided they are signed by the physician within 24 hours or the next working day.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. Services must be provided by a combination of nursing, other licensed medical staff, and other residential support under supervision of a physician.</li> <li>2. In programs that are designed to target older adolescents, staffing patterns must reflect staff expertise in the delivery of services to that age population. In addition, higher staffing ratios would be expected in these programs related to supervision.</li> </ol>
Additional Medicaid Requirements	<ol style="list-style-type: none"> <li>1. For Medicaid recipients, certain individual services may be billed to Medicaid if the individual is receiving this service as a part of a Crisis Stabilization Unit (see CSU service description for billable services).</li> <li>2. For those CSUs that bill Medicaid, the program bed capacity is limited to 16 beds.</li> </ol>

## Respite

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Respite	Respite Care Services, Not in the Home (Out of Home), Per Diem	H0045					\$56.00	Unskilled Respite Care, Not Hospice (In Home), Per Diem	S5151					\$56.00
Unit Value	1 day							Maximum Daily Units	1 unit					
Initial Authorization	While the actual respite should be very short-term in nature, this service can be authorized as part of a 180 day Recovery/Resiliency plan. A maximum of 30 days may be provided to a single individual in a single authorization period.							Re-Authorization	180 days					
Authorization Period	180 days							Utilization Criteria	LOCUS scores: 2-4					



Service Definition	Respite services are brief periods of support or relief from current debilitating situations for individuals with mental illnesses and/or substance related disorders. Respite is provided: (1) when an individual is experiencing a psychiatric, substance related or behavioral crisis and needs structured, short-term support; (2) consumer-identified natural supports are unable to provide necessary illness-management support and thus the individual is in need of additional support or relief; or (3) when the individual and his/her identified natural supports experience the need for therapeutic relief from the stresses of their mutual cohabitation. Respite may be provided in-home (i.e. provider delivers service in individual's home) or out-of-home (individual receives service outside of their home), and may include day activities as well as overnight activities/accommodations as appropriate to the situation.
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individual meets target population as identified above; <b>and</b></li> <li>2. Individual has a need for short-term support which could delay or prevent the need for out-of-home placement or higher levels of service intensity (such as acute hospitalization); <b>and one or more of the following:</b></li> <li>3. Individual has a circumstance which destabilizes his/her current living arrangement and the provision of this service would provide short-term relief and support of the individual; <b>or</b></li> <li>4. The consumer-identified natural supports network has an immediate need for support and relief from its role of supporting the individual in his/her behavioral health crises</li> <li>5. The consumer-identified natural supports network has an immediate need to participate in an emergency event during which lack of support may cause the individual a setback in his/her IRP.</li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individual continues to meet admission criteria as defined above; <b>and</b></li> <li>2. Individual has developed a Recovery goal to develop natural supports that promote the self/family-management of these needs.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Individual requests discharge; or</li> <li>2. Individual has acquired natural supports that supplant the need for this service.</li> </ol>
Service Exclusions	Traditional 24/7 Residential Supports
Clinical Exclusions	<ol style="list-style-type: none"> <li>1. Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder, traumatic brain injury.</li> <li>2. Individual is actively using unauthorized drugs or alcohol (which should not indicate a need for discharge, but for a review of need for more intensive services).</li> </ol>
Service Access	A maximum of 30 days may be provided to a single individual in a single authorization period.

## Substance Abuse Intensive Outpatient (SA Day Treatment)

Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
See Additional Medicaid Requirements below for billing codes, authorization, and unit information.														
Utilization Criteria	LOCUS scores: 3 and 4-6 (transition)													
Service Definition	<p>A time limited multi-faceted approach treatment service for adults who require structure and support to achieve and sustain recovery from substance related disorders. These services are available during the day and evening hours to enable individuals to maintain residence in their community, continue to work or go to school and to be a part of their family life. The following elements of this service model will include:</p> <ul style="list-style-type: none"><li>1. Behavioral Health Assessment</li><li>2. Psychiatric Treatment</li><li>3. Nursing Assessment</li><li>4. Diagnostic Assessment</li><li>5. Community Support</li><li>6. Individual Counseling</li><li>7. Group Counseling (including psycho-educational groups focusing, relapse prevention and recovery)</li><li>8. Family Counseling/Training (including psychoeducation) for Family Members</li></ul> <p>The SA Intensive Outpatient Package emphasizes reduction in use and abuse of substances and/or continued abstinence; the negative consequences of substance abuse; development of social support network and necessary lifestyle changes; educational skills; vocational skills leading to work activity by reducing substance abuse as a barrier to employment; social and interpersonal skills; improved family functioning; the understanding of addictive disease; and the continued commitment to a recovery and maintenance program.</p> <p>Services are provided according to individual needs and goals as articulated in the treatment plan. The programmatic goal of the service must be clearly articulated by the provider, utilizing the best/evidenced based practices for the service delivery and support that are based on the population(s) and issues to be addressed. Practitioners providing this service are expected to maintain knowledge and skills regarding current research trends in best/evidence based practices.</p>													
Admission Criteria	<ul style="list-style-type: none"><li>1. A DSM IV diagnosis of Substance Abuse or Dependence or substance- related disorder with a co-occurring DSM IV diagnosis of mental illness or DD; and</li><li>2. The individual is able to function in a community environment even with impairments in social, medical, family, or work functioning; and</li><li>3. The individual is sufficiently motivated to participate in treatment; and</li></ul>													

Admission Criteria, continued	<ol style="list-style-type: none"> <li>4. One or more of the following: <ol style="list-style-type: none"> <li>a. The substance use is incapacitating, destabilizing or causing the individual anguish or distress and the individual demonstrates a pattern of alcohol and/or drug use that has resulted in a significant impairment of interpersonal, occupational and/or educational functioning; or</li> <li>b. The individual's substance abuse history after previous treatment indicates that provision of outpatient services alone (without an organized program model) is not likely to result in the individual's ability to maintain sobriety; or</li> <li>c. There is a reasonable expectation that the individual can improve demonstrably within 3-6 months; or</li> <li>d. The individual is assessed as needing ASAM Level II or III.1; or</li> <li>e. The individual has no significant cognitive and/or intellectual impairments that will prevent participation in and benefit from the services offered and has sufficient cognitive capacity to participate in and benefit from the services offered; or</li> <li>f. The individual is not actively suicidal or homicidal, and the individual's crisis, and/or inpatient needs (if any) have been met prior to participation in the program.</li> </ol> </li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. The individual's condition continues to meet the admission criteria.</li> <li>2. Progress notes document progress in reducing use and abuse of substances; developing social networks and lifestyle changes; increasing educational, vocational, social and interpersonal skills; understanding addictive disease; and/or establishing a commitment to a recovery and maintenance program, but the overall goals of the treatment plan have not been met.</li> <li>3. There is a reasonable expectation that the individual can achieve the goals in the necessary reauthorization time frame.</li> </ol>
Discharge Criteria	<p>An adequate continuing care or discharge plan is established and linkages are in place; <b>and one or more of the following:</b></p> <ol style="list-style-type: none"> <li>1. Goals of the treatment plan have been substantially met; <b>or</b></li> <li>2. Consumer recognizes severity of his/her drug/alcohol usage and is beginning to apply skills necessary to maintain recovery by accessing appropriate community supports</li> <li>3. Clinical staff determines that consumer no longer needs ASAM Level II and is now eligible for aftercare and/or transitional services</li> </ol> <p>Transfer to a higher level of service is warranted by change in the</p> <ol style="list-style-type: none"> <li>1. Individual's condition or nonparticipation; <b>or</b></li> <li>2. The individual refuses to submit to random drug screens; <b>or</b></li> <li>3. Consumer exhibits symptoms of acute intoxication and/or withdrawal <b>or</b></li> <li>4. The individual requires services not available at this level <b>or</b></li> <li>5. Consumer has consistently failed to achieve essential treatment objectives despite revisions to the treatment plan and advice concerning the consequences of continues alcohol/drug use to such an extent that no further process is likely to occur</li> </ol>
Service Exclusions	Services cannot be offered with Mental Health Intensive Outpatient Package or Psychosocial Rehabilitation. When offered with ACT, documentation must indicate efforts to minimize duplication of services and effectively transition the individual to the appropriate services. This combination of services is subject to review by the ERO.
Required Components	<ol style="list-style-type: none"> <li>1. This service must be licensed by DCH/HFR under the Rules and Regulations for Drug Abuse Treatment Programs, 290-4-2.</li> <li>2. The program provides structured treatment or therapeutic services, utilizing activity schedules as part of its operational method, i.e., plans or schedules of days or times of day for certain activities.</li> <li>3. These services should be scheduled and available at least 5 hours per day, 4 days per week (20 hrs/week), with no more than 2 consecutive days without service availability for high need individuals (ASAM Level II.5). For programs that have a lower intensity program Level, it should be at least ASAM Level II.1 which includes 9 hours of programming per week.</li> </ol>

Required Components, continued	<ol style="list-style-type: none"> <li>4. The program utilizes methods, materials, settings, and outside resources appropriate to the developmental and cognitive levels, capabilities, age, gender, and culture of participants.</li> <li>5. The program utilizes methods, materials, approaches, activities, settings, and outside resources appropriate for and targeted to individuals with co-occurring disorders of mental illness and substance abuse and targeted to individuals with co-occurring developmental disabilities and substance abuse when such individuals are referred to the program.</li> <li>6. The program conducts random drug screening and uses the results of these tests for marking participant's progress toward goals and for service planning.</li> <li>7. The program is provided over a period of several weeks or months and often follows detoxification or residential services.</li> <li>8. This service must operate at an established site approved to bill Medicaid for services. However, limited individual or group activities may take place off-site in natural community settings as is appropriate to each individual's treatment plan. (Narcotics Anonymous (NA) and/or Alcoholics Anonymous (AA) meetings offsite may be considered part of these limited individual or group activities for billing purposes only when time limited and only when the purpose of the activity is introduction of the participating individual to available NA and/or AA services, groups or sponsors. NA and AA meetings occurring during the SA Intensive Outpatient package may not be counted as billable hours for any individual outpatient services, nor may billing related to these meetings be counted beyond the basic introduction of an individual to the NA/AA experience.).</li> <li>9. This service may operate in the same building as other services; however, there must be a distinct separation between services in staffing, program description, and physical space during the hours the SA Intensive Outpatient Services is in operation.</li> <li>10. Adequate space, equipment, furnishings, supplies, and other resources must be provided in order to effectively provide services and so that the program environment is clean and in good repair. Space, equipment, furnishings, supplies, transportation, and other resources for participating individuals' use within the Substance Abuse Intensive Outpatient package must not be substantially different from that provided for other uses for similar numbers of individuals.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. The program must be under the clinical supervision of a <b>Level 4 or above</b> who is onsite a minimum of 50% of the hours the service is in operation.</li> <li>2. Services must be provided by staff who are: <ol style="list-style-type: none"> <li>a. Level 4 (LAPC, LMSW, CACII, CADC, CCADC and Addiction Counselor Trainee with supervision)</li> <li>b. Level 5 (Paraprofessionals, high school graduates) under the supervision of an Level 4 or above</li> </ol> </li> <li>3. It is necessary for all staff who provide this "co-occurring capable" service to have basic knowledge in the Georgia DBHDD content areas in the <u>Suggested Best Practices Principles and Staff Capabilities for Services Serving Individuals with Co-Occurring Disorders</u> document included in this Provider Manual</li> <li>4. Programs must have documentation that there is one Level 4 staff (excluding Addiction Counselor Trainee) that is "co-occurring capable." This person's knowledge must go beyond basic understanding and must demonstrate actual staff capabilities in using that knowledge for individuals with co-occurring disorders. Personnel documentation should demonstrate that this staff person has received a minimum of 4 hours of training in co-occurring treatment within the past 2 years.</li> <li>5. There must be at least a Level 4 practitioner on-site at all times the service is in operation, regardless of the number of individuals participating.</li> <li>6. The maximum face-to-face ratio cannot be more than 12 individuals to 1 direct program staff based on average daily attendance of individuals in the program.</li> <li>7. The maximum face-to-face ratio cannot be more than 20 individuals to 1 SAP based on average daily attendance of individuals in the program.</li> <li>8. A physician and/or a Registered Nurse or a Licensed Practical Nurse with appropriate supervision must be available to the program either by a physician and/or nurse employed by the agency, through a contract with a licensed practitioner, or by written referral or affiliation agreement with another agency or agencies that offer such services. <ol style="list-style-type: none"> <li>a. The physician is responsible for addiction and psychiatric consultation, assessment, and care (including but not limited to ordering medications and/or laboratory testing) as needed.</li> <li>b. The nurse is responsible for nursing assessments, health screening, medication administration, health education, and other nursing duties as needed.</li> </ol> </li> <li>9. Level 4 staff may be shared with other programs as long as they are available as required for supervision and clinical operations and as long as their time is appropriately allocated to staffing ratios for each program.</li> </ol>

1. It is expected that the transition planning for less intensive service will begin at the onset of these services. Documentation must demonstrate this planning.
2. A consumer may have variable length of stay. The level of care should be determined as a result of consumers' multiple assessments. It is recommended that individuals attend at a frequency appropriate to their level of need. Ongoing clinical assessment should be conducted to determine step down in level of care.
3. Each consumer should participate in setting individualized goals for themselves and in assessing their own skills and resources related to sobriety, use/abuse, and maintaining recovery. Goals are set by exploring strengths and needs in the consumer's living, learning, social, and working environments. Implementation of services may take place individually or in groups.
4. Each consumer must be provided assistance in the development/acquisition of needed skills and resources necessary to achieve sobriety and/or reduction in abuse and maintenance of recovery.
5. Substance Abuse Intensive Outpatient Package must offer a range of skill-building and recovery activities within the program.
6. The following the services must be included in the SA Intensive Outpatient Package. Many of these activities are reimbursable through Medicaid.  
**The activities include but not limited to:**
  - a. **Group Outpatient Services:**
    - I. Psycho-educational activities focusing on the disease of addiction prevention, the health consequences of addiction, and recovery
    - II. Therapeutic group treatment and counseling
    - III. Leisure and social skill-building activities without the use of substances
    - IV. Linkage to natural supports and self-help opportunities
  - b. **Individual Outpatient Services**
    - I. Individual counseling
    - II. Individualized treatment, service, and recovery planning
    - III. Linkage to health care
  - c. **Family Outpatient Services**
    - I. Family education and engagement
  - d. **Community Support**
    - I. Vocational readiness and support
    - II. Service coordination unless provided through another service provider
  - e. **Behavioral Health Assessment & Service Plan Development and Diagnostic Assessment**
    - I. Assessment and reassessment
  - f. **Services not covered by Medicaid**
    - I. Drug screening/toxicology examinations
7. In addition to the above required activities within the program, the following must be offered as needed either within the program or through referral to/or affiliation with another agency or practitioner, and may be billed in addition to the billing for Substance Abuse Intensive Outpatient Package:
  - a. Community Support– for housing, legal and other issues
  - b. Individual counseling in exceptional circumstances for traumatic stress and other mental illnesses for which special skills or licenses are required
  - c. Physician assessment and care
  - d. Psychological testing
  - e. Health screening.

Clinical Operations continued	<p>8. The program must have a Substance Abuse Intensive Outpatient Services Organizational Plan addressing the following:</p> <ul style="list-style-type: none"><li>a. The philosophical model of the program and the expected outcomes for program participants (i.e., harm reduction, abstinence, beginning of or maintaining individually defined recovery, employment readiness, relapse prevention, stabilization and treatment of those with co-occurring disorders).</li><li>b. The schedule of activities and hours of operations.</li><li>c. Staffing patterns for the program.</li><li>d. How the activities listed above in Items 4 and 5 will be offered and/or made available to those individuals who need them, including how that need will be determined.</li><li>e. How assessments will be conducted.</li><li>f. How staff will be trained in the administration of addiction services and technologies.</li><li>g. How staff will be trained in the recognition and treatment of co-occurring disorders of mental illness &amp; substance abuse pursuant to the Georgia Best Practices</li><li>h. How services for individuals with co-occurring disorders will be flexible and will include services and activities addressing both mental health and substance abuse issues of varying intensities and dosages based on the symptoms, presenting problems, functioning, and capabilities of such individuals.</li><li>i. How individuals with co-occurring disorders who cannot be served in the regular program activities will be provided and/or referred for time-limited special integrated services that are co-occurring enhanced as described in the Georgia Suggested Best Practices</li><li>j. How services will be coordinated with the substance abuse array of services including assuring or arranging for appropriate referrals and transitions.</li><li>k. How the requirements in these service guidelines will be met.</li></ul>																											
Service Access	<p>The package is offered at least 5 hours per day at least 4 days per week with no more than 2 consecutive days between offered services, and distinguishes between those individuals needing between 9 and 20 hours per week of structured services per week (ASAM Level II.1) and those needing 20 hours or more of structured services per week (ASAM Level II.5 or III.1) in order to begin recovery and learn skills for recovery maintenance. The program may offer services a minimum of only 3 hours per day for only 3 days per week with no more than 2 consecutive days between offered services if only individuals at ASAM Level II.1 are served.</p>																											
Additional Medicaid Requirements	<p>1. Substance Abuse Day Services are unbundled and billed per service. As mentioned above Substance Abuse Intensive Outpatient Package allows providers to select all services that will be offered in a substance abuse outpatient setting. Billable services and daily limits within SA Intensive Outpatient Package are as follows:</p> <table><tr><th>Service</th><th>Maximum Authorization Units</th><th>Daily Maximum Billable Units</th></tr><tr><td>Diagnostic Assessment</td><td>4</td><td>2</td></tr><tr><td>Psychiatric Treatment</td><td>12</td><td>1</td></tr><tr><td>Nursing Assessment and Care</td><td>48</td><td>16</td></tr><tr><td>Community Support</td><td>600</td><td>96</td></tr><tr><td>Individual Outpatient</td><td>36</td><td>1</td></tr><tr><td>Family Outpatient</td><td>100</td><td>8</td></tr><tr><td>Group Training/Counseling</td><td>1170</td><td>20</td></tr><tr><td>Beh Health Assmnt &amp; Serv. Plan Development</td><td>32</td><td>24</td></tr></table>	Service	Maximum Authorization Units	Daily Maximum Billable Units	Diagnostic Assessment	4	2	Psychiatric Treatment	12	1	Nursing Assessment and Care	48	16	Community Support	600	96	Individual Outpatient	36	1	Family Outpatient	100	8	Group Training/Counseling	1170	20	Beh Health Assmnt & Serv. Plan Development	32	24
Service	Maximum Authorization Units	Daily Maximum Billable Units																										
Diagnostic Assessment	4	2																										
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Individual Outpatient	36	1																										
Family Outpatient	100	8																										
Group Training/Counseling	1170	20																										
Beh Health Assmnt & Serv. Plan Development	32	24																										
Reporting and Billing Requirements	<p>1. The maximum number of units that can be billed differs depending on the individual service. Please refer to the table below or in the Mental Health and Addictive Disease Orientation to Authorization Packages Section of this manual.</p> <p>2. Approved providers of this service may submit claims/encounters for the unbundled services listed in the package, up to the daily maximum amount for each service. Program expectations are that this model follow the content of this Service Guideline as well as the clearly defined service group elements.</p>																											

Documentation Requirements	<ol style="list-style-type: none"> <li>1. Every admission and assessment must be documented.</li> <li>2. Progress notes must include written daily documentation of important occurrences; level of functioning; acquisition of skills necessary for recovery; progress on goals identified in the IRP including acknowledgement of addiction, progress toward recovery and use/abuse reduction and/or abstinence; use of drug screening results by staff; and evaluation of service effectiveness.</li> <li>3. Daily attendance of each individual participating in the program must be documented showing the number of hours in attendance for billing purposes.</li> <li>4. This service may be offered in conjunction with ACT or CSU for a limited time to transition consumers from one service to the more appropriate one.</li> <li>5. When this service is used in conjunction with ACT or Crisis Residential services, documentation must demonstrate careful planning to maximize the effectiveness of this service as well as an appropriate reduction in service amounts of the service to be discontinued. Utilization of Substance Abuse Day Services in conjunction with these services is subject to review by the External Review Organization.</li> </ol>
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Supported Employment														
Transaction Code	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate	Code Detail	Code	Mod 1	Mod 2	Mod 3	Mod 4	Rate
Supported Employment		H2024					\$410.00							
Unit Value	1 month – Weekly documentation via daily attendance or weekly time sheet.							Maximum Daily Units						
Initial Authorization	180 days							Re-Authorization	180 days					
Authorization Period	180 days							Utilization Criteria	<u>LOCUS scores: 2-3</u> *Those who enter this service with a LOCUS score of 2 may continue to receive the service at LOCUS level 1 w/ ERO approval.					
Service Definition	In line with current best practice, this service emphasizes that a rapid job search and placement approach be prioritized above traditional prevocational training or traditional vocational rehabilitation. Job development, placement and training are for people who, due to the severity of their disabilities, need support to locate, choose, obtain, learn and maintain a job. Services include supports to choose and obtain paid employment in competitive wage, individual-based community jobs, as well as brief training support to learn the specific job skills/tasks necessary to perform and retain a particular job. Services are provided to any individual interested in obtaining employment, regardless of the degree of disability, and with particular attention and consideration to the individual's interests, strengths, needs, capabilities, priorities, concerns, previous work experiences and informed choice (i.e. job placement should be individualized).  Once a job is obtained, brief on-the-job training and support is available through this service to assist individuals in learning the job-specific skills/tasks necessary to successfully performing the new job.  Services may be provided in a variety of settings and must meet the following specific service criteria: 1) Employment is paid; 2) Employment provides opportunities to interact with people who do not have disabilities; 3) Training includes brief teaching/modeling of the specific skills/tasks necessary to perform the job; and													



## Supported Employment

	<p>4) Regular, meaningful collaboration with the mental health/substance abuse treatment team is maintained.</p> <p>Moreover, the service should maintain a focus on the individual's long-term career goals if a career is important to the individual, and attempt to place the individual in a job accordingly, rather than simply placing the individual in the easiest, lowest requirement job available. Jobs may be full or part time, and frequent opportunities for individuals to interact with non-disabled co-workers during the performance of their jobs or during breaks, working hour meals or travel to and from work is an important benefit. More than one individual consumer with a disability could work for the same employer and still be considered to receive this service, as long as consumers are not grouped within the work site. Wages must be paid in compliance with all applicable Department of Labor requirements.</p>
Admission Criteria	<ol style="list-style-type: none"> <li>1. Individuals who meet the target population criteria and indicate an interest through Recovery Planning in establishing or enhancing work skills; <b>and</b></li> <li>2. Individuals for whom behavioral health issues have caused unemployment or underemployment.</li> </ol>
Continuing Stay Criteria	<ol style="list-style-type: none"> <li>1. Individuals who meet the target population criteria and indicate an interest through Recovery Planning in establishing or enhancing work skills; <b>and</b></li> <li>2. Individuals for whom behavioral health issues have caused unemployment or underemployment; <b>and</b></li> <li>3. Individual demonstrates documented progress relative to goals identified in the Individualized Recovery Plan for employment, but employment goals have not yet been achieved.</li> </ol>
Discharge Criteria	<ol style="list-style-type: none"> <li>1. Goals of the Individualized Recovery Plan related to employment have been substantially met; or</li> <li>2. Individual requests a discharge from this support.</li> </ol>
Clinical Exclusions	Individuals with the following conditions are excluded from admission unless there is clearly documented evidence of a psychiatric condition overlaying the primary diagnosis: developmental disability, autism, organic mental disorder.
Required Components	<ol style="list-style-type: none"> <li>1. The programmatic goals of this service must be clearly articulated by the provider, utilizing best/evidence based practices for employment services.</li> <li>2. Wages must be paid in compliance with all applicable Department of Labor requirements.</li> </ol>
Staffing Requirements	<ol style="list-style-type: none"> <li>1. Practitioners providing this service are expected to maintain knowledge and skills regarding current research trends in best/evidence based practices.</li> <li>2. It is expected that service staff will maintain regular, meaningful collaboration with the individual's mental health/substance abuse treatment team.</li> <li>3. Managers and staff are encouraged to become familiar with evidence-based practice on Supported Employment such as the SAMHSA (Substance Abuse and Mental Health Services Administration Supported Employment Toolkit that provides guidelines and practices that enhance outcomes for consumers). Website for SAMHSA toolkit is: <a href="http://mentalhealth.samhsa.gov/cmhs/communitysupport/toolkits/employment">http://mentalhealth.samhsa.gov/cmhs/communitysupport/toolkits/employment</a></li> </ol>
Clinical Operations	<ol style="list-style-type: none"> <li>1. Individuals should be encouraged to be as involved and self-directed in the job location and placement process as possible (e.g. the individual should call a potential employer to inquire about a job rather than staff calling when possible (which may entail coaching the individual), and the individual should be offered assistance—though not advice-- from staff in making the personal decision about whether or not to disclose his or her disability to a potential employer).</li> <li>2. The programmatic goals of this service must be clearly articulated by the provider, utilizing best/evidence based practices for employment services.</li> </ol>
Add'l Medicaid Requirements	Not Applicable. Not a Medicaid-billable service
Reporting and Billing Requirements	A monthly, standardized report may be required by the DBHDD to monitor outcomes.

Specific Service Guidelines include some detail about how practitioners are used in services; however, additional practitioner requirements are listed in Table A and Table B in this section.

Service	Physician	Psychiatrist	Psychologist	PA	APRN-CNS	APRN-NP	APRN-CNS-PMH	Pharmacist	LCSW	LPC	LMFT	RN	LMSW	LAPC	LMFT	Psychologist CSW/LPC/LMFT's ST	LPN	Licensed Dietician	MAC	CAC-II	CADC	CCADC	GCADC (II III)	CAC-I (with Bachelor's Degree)	CAC-I (without Bachelor's Degree)	Addiction Counselor Trainees (with Bachelor's Degree)	Addiction Counselor Trainees (w/o Bachelor's Degree)	Registered A&D Technician (I)	Registered A&D Technician (II)	Registered A&D Technician (III)	Certified Peer Specialist (with Bachelor's Degree)	Paraprofessional (without Bachelor's Degree)	Paraprofessional (with Bachelor's Degree)	CRPP (with Bachelor's degree)	CRPP (with Bachelor's degree)	CRPP (w/o Bachelor's Degree)	Qualified Medication Assistant *	
Behavioral Health Assmt			U2	U2	U2	U2	U2		U3	U3	U3	U3	U4	U4	U4	U4																						
Community Support	U4	U4	U4	U4	U4	U4	U4		U4	U4	U4	U4	U4	U4	U4	U4	U5 <sup>10</sup>		U4	U4	U4	U4	U4	U4 <sup>3</sup>	U5 <sup>3</sup>	U4 <sup>3</sup>	U5 <sup>3</sup>		U5 <sup>3</sup>	U5 <sup>3</sup>	U4 <sup>2</sup>	U5 <sup>5</sup>	U4 <sup>2,3</sup>	U5 <sup>5</sup>	U4 <sup>2</sup>	U5 <sup>5</sup>		
Community Transition Planning	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3</sup>	X <sup>3,7</sup>	X <sup>3,8</sup>	X <sup>3,7</sup>	X <sup>3,8</sup>	X <sup>3,7</sup>	X <sup>3,8</sup>		
Crisis Intervention	U1	U1	U2	U2	U2	U2	U2		U3	U3	U3	U3	U4	U4	U4	U4																						
Diagnostic Assessment	U1	U1	U2	U2	U2	U2	U2																															
Family Counseling	U2	U2	U2				U2		U3	U3	U3	U3	U4	U4	U4	U4			U4	U4	U4	U4	U4	U4 <sup>3</sup>	U5 <sup>3</sup>	U4 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>								
Family Training	U4	U4	U4	U4	U4	U4	U4		U4	U4	U4	U4	U4	U4	U4	U4			U4	U4	U4	U4	U4	U4	U4 <sup>3</sup>	U5 <sup>3</sup>	U4 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>		
Group Counseling	U2	U2	U2				U2		U3	U3	U3	U3	U4	U4	U4	U4			U4	U4	U4	U4	U4	U4 <sup>3</sup>	U5 <sup>3</sup>	U4 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>		
Group Training	U4	U4	U4	U4	U4	U4	U4		U4	U4	U4	U4	U4	U4	U4	U4			U4	U4	U4	U4	U4	U4	U5 <sup>8</sup>	U4	U5 <sup>8</sup>	U5 <sup>8</sup>	U5 <sup>8</sup>	U5 <sup>8</sup>	U5	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>		
Individual Counseling	U2	U2	U2				U2		U3	U3	U3	U3	U4	U4	U4	U4			U4	U4	U4	U4	U4	U4 <sup>3</sup>	U5 <sup>3</sup>	U4 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>		
Medication Administration																																						
comprehensive Medication services				U2	U2	U2	U2	U2				U3					U4																				U5 <sup>8</sup>	
therapeutic, prophylactic, or diagnostic injection				U2	U2	U2	U2	U2				U3					U4																					
Nursing Assmt & Care																																						
nursing assmt/evaluation					U2	U2	U2					U3					U4	U4																				
RN Services					U2	U2	U2					U3																										
LPN Services																	U4																					
Health/Behavior Assmt					U2	U2	U2					U3					U4	U4																				
Psychiatric Treatment																																						
w/evaluation & mgt services	U1	U1					U2																															
pharmacological management	U1	U1		U2	U2	U2	U2																															
Psychological Testing			U2						U3 <sup>10</sup>	U3 <sup>10</sup>	U3 <sup>10</sup>						U4 <sup>10,11</sup>																					
Service Plan Development			U2	U2	U2	U2	U2		U3	U3	U3	U3	U4	U4	U4	U4			U4	U4	U4	U4	U4	U4 <sup>3</sup>	U5 <sup>3</sup>	U4 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>	U5 <sup>3</sup>								
Intensive Family Intervention			U3				U3		U3	U3	U3	U3	U4	U4	U4	U4			U4	U4	U4	U4	U4	U4	U5 <sup>8</sup>	U4	U5 <sup>8</sup>	U5 <sup>8</sup>	U5 <sup>8</sup>	U5 <sup>8</sup>		U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>		
Structured Residential Services	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Ambulatory Detoxification	U2	U2		U2	U2	U2	U2					U3					U4																					
Asserive Community Treatment	U1	U1	U2	U2	U2	U2	U2		U3	U3	U3	U3	U4	U4	U4	U4			U4	U4	U4	U4	U4	U4	U5 <sup>13</sup>	U4	U5 <sup>8</sup>	U4	U5 <sup>8</sup>	U5 <sup>8</sup>	U5 <sup>8</sup>	U5 <sup>8</sup>	U4	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>
Peer Support													U4	U4	U4	U4																						
Psychosocial Rehabilitation	U4	U4	U4	U4	U4	U4	U4		U4	U4	U4	U4	U4	U4	U4	U4			U4	U4	U4	U4	U4	U4	U4	U5 <sup>13</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	U5 <sup>8</sup>	U5 <sup>8</sup>	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	U4 <sup>2</sup>	U5 <sup>8</sup>	

- 1 with at least a Bachelor's degree in one of the helping professions such as social work, community counseling, counseling, psychology, or criminology, functioning within the scope of the practice state
- 2 with at least a Bachelor's degree in one of the helping professions such as social work, community counseling, counseling, psychology, or criminology
- 3 addictions counselors may only perform these functions related to treatment of addictive diseases
- 4 with high school diploma/equivalent
- 5 under the documented supervision (organizational charts, supervisory notation, etc.) of one of the licensed/credentialed professionals who may provide this service
- 6 modifiers indicate services for which it is required to submit and document "U" levels; an "x" denotes services for which a "U" modifier is not required to submit an encounter
- 7 with a Master's/Bachelor's degree in behavioral or social science that is primarily psychological in nature under the supervision of a licensed practitioner
- 8 with high school diploma/equivalent under supervision of one of the licensed/credentialed professionals who may provide this service
- 9 working **only** within a Community Living Arrangement
- 10 in conjunction with a psychologist
- 11 excludes LCSW, LPC, LMFT Supervisee/Trainee
- 12 under supervision of a Physician, Psychologist, LCSW, LPC, LMFT, RN, APRN, PA, LMSW, LAPC, or LAMFT
- 13 LPNs who are "paraprofessionals" having completed the STR.
- 14 Please see Community Standards for full titles of practitioners.

**TABLE B:** Physicians, Physician's Assistants and APRNs\* may order any service. Please use the chart below to determine other appropriately licensed practitioner(s) authorized to recommend/order specific services.

Ordering Practitioner Guidelines		Licensed Psychologist	LPC, LMFT, LCSW
Core	Behavioral Health Assessment	X	X
	Community Support - Individual	X	X
	Community Transition Planning	X	X
	Crisis Intervention	X	X
	Diagnostic Assessment		
	Family Counseling	X	X
	Family Training	X	X
	Group Counseling	X	X
	Group Training	X	X
	Individual Counseling	X	X
	Legal Skills/Competency Training	X	X
	Medication Administration		
	Nursing A / H Services		
	Psychiatric Treatment		
	Psychological Testing	X	X
	Service Plan Development	X	X
C&A Specialty	Behavioral Assistance	X	X
	Community Inpatient / Detoxification		
	Consumer / Family Assistance	X	X
	Crisis Stabilization Unit Services		
	Intensive Family Intervention	X	X
	Structured Activity Supports	X	X
	Structured Residential Supports	X	X
	SA Intensive Outpatient: C&A		
Adult Specialty	Ambulatory Detoxification		
	Assertive Community Treatment		
	Community Inpatient / Detoxification		
	Consumer / Family Assistance	X	X
	Crisis Stabilization Unit Services		
	Housing Supplements	X	X
	Opioid Maintenance Treatment		
	Peer Support Services	X	X
	Psychosocial Rehabilitation	X	X
	Residential SA Detoxification		
	Respite	X	X
	Residential Supports	X	X
	SA Day Treatment		
	Supported Employment	X	X

\*APRNs include Clinical Nurse Specialists (CNS) and Nurse Practitioners (NP)

# PART II

## *Community Service Standards for Behavioral Health Providers*

Provider Manual for  
Community Behavioral Health Providers

Fiscal Year 2013



**Georgia Department of Behavioral Health &  
Developmental Disabilities**

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**July 2012**

**COMMUNITY SERVICE STANDARDS FOR ALL PROVIDERS**  
**SECTION I: POLICIES AND PROCEDURES**

**1. Guiding Principles**

- a. **Integration into community:** Inclusion and community integration for both the provider and the individuals served is supported and evident.
  - i. Individuals have responsibilities in the community such as employment, volunteer activities, church and civic membership and participation, school attendance, and other age-appropriate activities
  - ii. The provider has community partnerships that demonstrate input and involvement by:
    - 1. Advocates;
    - 2. The person served;
    - 3. Families; and
    - 4. Business and community representatives.
  - iii. The provider makes known its role, functions and capacities to the community including other organizations as appropriate to its array of services, supports, and treatment as a basis for:
    - 1. Joint planning efforts;
    - 2. Continuity in cooperative service delivery, including the educational system;
    - 3. Provider networking;
    - 4. Referrals; and
    - 5. Sub-contracts.
  - iv. AD providers who receive SAPTBG funds shall publicize the availability of services and the preference extended to pregnant women through its outreach programs, ongoing public service announcements (radio/television), regular advertisements in local/regional print media, posters placed in targeted areas, and frequent notification of availability of such treatment distributed to the network of community based organizations, health care providers, and social service agencies. <sup>SAPTBG</sup>
  - v. Providers receiving SAPTBG grant dollars for treatment services for intravenous drug abusers must encourage the participation of such individuals through a strategy that reasonably can be expected to be an effective but, at a minimum, shall include:
    - 1. Selecting, training and supervising outreach workers;
    - 2. Contacting, communicating and following-up with substance abusers, their associates, and neighborhood residents, within the constraints of Federal and State confidentiality requirements, including 42 C.F.R. Pt 2;
    - 3. Promoting awareness among substance abusers about the relationship between intravenous drug abuse and communicable diseases such as HIV, and recommending steps to prevent disease transmission; and
    - 4. Encouraging entry into treatment. <sup>SAPTBG</sup>
- b. **Right to access individualized services**
  - i. Access to appropriate services, supports, and treatment is available regardless of, Age; Race, National Origin, Ethnicity; Gender; Religion; Social status; Physical disability; Mental disability; Gender identity; Sexual orientation.
  - ii. There are no barriers in accessing the services, supports, and treatment offered by the provider, including but not limited to:
    - 1. Geographic;
    - 2. Architectural;
    - 3. Communication:
      - a. Language access is provided to individuals with limited English proficiency or who are sensory impaired;
      - b. All applicable DBHDD policies regarding Limited English Proficiency and Sensory Impairment are followed.
    - 4. Attitudinal;
    - 5. Procedural;
    - 6. Organizational scheduling or availability; and
    - 7. Providers that receive SAPTBG funds will treat the family as a unit and admit both women and their children into treatment services, if appropriate. Programs must provide, or arrange for the provision of, the following services to pregnant women and women with dependent children, including women who are attempting to regain custody of their children:
      - a. Primary medical care for women, including referral for prenatal care and, while the women are receiving services, childcare;



- b. Primary pediatric care, including immunization, for their children;
      - c. Gender specific substance abuse treatment and other therapeutic interventions for women, which may address issues of relationships, sexual and physical abuse, parenting, and child care;
      - d. Therapeutic interventions for children in custody of women in treatment which may address developmental needs, sexual and physical abuse and neglect; and
      - e. Sufficient case management and transportation to ensure access to services. <sup>SAPTBG</sup>
    - 8. Providers that receive SAPTBG funds provide IV Drug Users access to a treatment program not later than:
      - a. Fourteen days after making the request for admission to a program; or
      - b. One hundred and twenty days after the date of such request, if:
        - i. No such program has the capacity to admit the individual on the date of such request, and
        - ii. Interim services, including referral for prenatal care, are made available to the individual not later than 48 hours after such request. <sup>SAPTBG</sup>
  - iii. Wellness of individuals is facilitated through:
    - 1. Advocacy;
    - 2. Individual service/treatment practices;
    - 3. Education;
    - 4. Sensitivity to issues affecting wellness including but not limited to:
      - a. Gender;
      - b. Culture; and
      - c. Age.
    - 5. Incorporation of wellness goals within the individual plan.
  - iv. Sensitivity to individual's differences and preferences is evident.
  - v. Practices and activities that reduce stigma are implemented.
  - vi. If services include provision in non-clinic settings, providers must have the ability to deliver services in various environments, such as homes, schools, homeless shelters, or street locations. Individuals/families may prefer to meet staff at community locations other than their homes or other conspicuous locations (e.g. their school, employer).
    - 1. The organization must have policies that govern the provision of services in natural settings and can document that it respects youth and/or families' right to privacy and confidentiality
    - 2. Staff should be sensitive to and respectful of the individual's privacy/confidentiality rights and preferences to the greatest extent possible (e.g. if staff must meet with an individual during their school/work time, choosing inconspicuous times and locations to promote privacy), especially if staff drive a vehicle that is clearly marked as a state or agency vehicle, or if staff must identify themselves and their purpose to engage with the consumer in a way that may potentially embarrass the individual or breach the individual's privacy/confidentiality.
  - vii. Interactions with individuals demonstrate respect, careful listening, and are positive and supportive.
2. **Required Business Practices and Policies**
- a. **Program requirements, compliance, and structure**
    - i. Applicable statutory requirements, rules, regulations, licensing, accreditation, and contractual/agreement requirements are evident in organizational policies, procedures and practices. In the event that the above requirements and standards are more stringent than these Standards, providers shall defer to those requirements which are most stringent.
      - 1. Providers receiving MHBG funds must comply with Public Law 102-321, Section 1912 and applicable code sections at [www.mentalhealth.samhsa.gov](http://www.mentalhealth.samhsa.gov).<sup>MHBG</sup>
      - 2. Providers receiving SATBG funds must comply with 45 CFR 96 Rules and Regulations at [www.samhsa.gov/centers/csat/csat.html](http://www.samhsa.gov/centers/csat/csat.html).<sup>SAPTBG</sup>
    - ii. The provider shall adhere to supplementary requirements as published by the Department of Community Health and the External Review Organization (e.g. MICP User Guide, Encounter User Guide).
    - iii. The provider clearly describes available services, supports, and treatment
      - 1. The provider has a description of its services, supports, and treatment that includes a description of:
        - a. The population served;
        - b. How the provider plans to strategically address the needs of those served; and
        - c. Services available to potential and current individuals.
      - 2. The provider has internal structures that support good business practices.
        - a. There are clearly stated current policies and procedures for all aspects of the operation of the organization;
        - b. Policies and corresponding procedures direct the practice of the organization; and
        - c. Staff is trained in organization policies and procedures.



3. The provider details the desired expectation of the services, supports, and treatment offered and the outcomes for each of these services.
4. The level and intensity of services, supports, and treatment offered is:
  - a. Within the scope of the organization;
  - b. According to benchmarked practices; and
  - c. Timely as required by individual need.
5. The provider has administrative and clinical structures that are clear and that support individual services.
  - a. Administrative and clinical structures promote unambiguous relationships and responsibilities.
6. The program description identifies staff to individual served ratios for each service offered:
  - a. Ratios reflect the needs of consumers served, implementation of behavioral procedures, best practice guidelines and safety considerations.
7. Policies, procedures and practice describe processes for referral of the individual based on ongoing assessment of individual need:
  - a. Internally to different programs or staff; or
  - b. Externally to services, supports, and treatment not available within the organization including, but not limited to healthcare for:
    - i. Routine assessment such as annual physical examinations;
    - ii. Chronic medical issues (Specific to AD providers, if tuberculosis or HIV are identified medical issues, services such as diagnostic testing, counseling, etc. must be made available within the provider or through referrals to other appropriate entities [although these services are not required as a condition of receiving treatment services for substance abuse, and are undertaken voluntarily and with the informed consent of the individual <sup>SAPTBG</sup>);
    - iii. Ongoing psychiatric issues;
    - iv. Acute and emergent medical and/or psychiatric needs;
    - v. Diagnostic testing such as psychological testing or labs; and
    - vi. Dental services.
  - c. In the event that the SAPTBG provider has insufficient capacity to serve any pregnant woman seeking AD treatment, the provider will refer the woman to the Regional Office. <sup>SAPTBG</sup>
  - d. In the event that the SAPTBG provider has insufficient capacity to serve any IV Drug user seeking AD treatment, the provider shall establish a system for reporting unmet demand to the Regional Office.
    - i. The provider, upon reaching 90 percent of service capacity, must notify the Regional Office within seven days.
    - ii. A waiting list shall use a unique patient identifier for each injecting drug abuser seeking treatment, including those receiving interim services while awaiting admission to such treatment. The reporting system shall ensure that individuals who cannot be placed in comprehensive treatment within 14 days receive ongoing contact and appropriate interim services while awaiting admission. <sup>SAPTBG</sup>

**b. Subcontracting**

- i. As permitted by provider agreement/contract, the provider that contracts with other organizations/practitioners ensures the affiliates' compliance and capacity to provide services to include compliance with:
  1. Contract/Agreement requirements;
  2. Standards herein;
  3. Licensure requirements;
  4. Accreditation requirements; and
  5. Quality improvement and risk reduction activities.
- ii. The affiliate's capacity to provide quality services is monitored, including:
  1. Financial oversight and management of individual funds;
  2. Staff competency and training;
  3. Mechanisms that assure service is provided according to the individual's IRP; and
  4. There is evidence of active oversight of the affiliate's capacity and compliance.
- iii. A report shall be made quarterly to the provider's Board of Directors regarding services delivered and quality of performance by affiliate;
- iv. A report shall be made to the DBHDD Regional Office prior to the end of the first quarter and third quarter of the fiscal year that includes:
  1. Name of the affiliate or contractor;

2. Contact name for affiliate or contractor;
  3. Contact information for affiliate or contractor;
  4. Disability group(s) served;
  5. Specific service(s) provided;
  6. Number of persons in service; and
  7. Annualized amount paid to affiliate.
- c. **Quality Improvement and Risk Management: Quality Improvement Processes and Management of Risk to Individuals, Staff and Others is a Priority**
- i. There is a well-defined quality improvement plan for assessing and improving organizational quality. The provider is able to demonstrate how:
    1. Issues are identified;
    2. Solutions are implemented;
    3. New or additional issues are identified and managed on an ongoing basis;
    4. Internal structures minimize risks for individuals and staff;
    5. Processes used for assessing and improving organizational quality are identified;
    6. The quality improvement plan is reviewed/updated at a minimum annually and this review is documented.
  - ii. Indicators of performance are in place for assessing and improving organizational quality. The provider is able to demonstrate:
    1. The indicators of performance established for each issue;
      - a. The method of routine data collection;
      - b. The method of routine measurement;
      - c. The method of routine evaluation;
      - d. Target goals/expectations for each indicator
    2. Outcome Measurements determined and reviewed for each indicator on a quarterly basis;
    3. Distribution of Quality Improvement findings on a quarterly basis to:
      - a. Individuals served or their representatives as indicated;
      - b. Organizational staff;
      - c. The governing body; and
      - d. Other stakeholders as determined by the governance authority.
    4. At least five percent (5%) of records of persons served are reviewed each quarter. Records of individuals who are "at risk" are included. Record reviews must be kept for a period of at least two years.
      - a. Reviews include determinations that:
        - i. The record is organized, complete, accurate, and timely;
        - ii. Whether services are based on assessment and need;
        - iii. That individuals have choices;
        - iv. Documentation of service delivery including individuals' responses to services and progress toward IRP goals;
        - v. Documentation of health service delivery;
        - vi. Medication management and delivery, including the use of PRN /OTC medications; and their effectiveness;
        - vii. That approaches implemented for persons with challenging behaviors are addressed as specified in the *Guidelines for Supporting Adults with Challenging Behaviors in Community Settings*. ([www.dbhdd.georgia.gov](http://www.dbhdd.georgia.gov)).
    5. Appropriate utilization of human resources is assessed, including but not limited to:
      - a. Competency;
      - b. Qualifications;
      - c. Numbers and type of staff, required based on the services, supports, treatment, and needs of persons served; and
      - d. Staff to individual ratios.
    6. The provider has a governance or advisory board made up of citizens, local business providers, individuals and family members. The Board:
      - a. Meets at least semi-annually;
      - b. Reviews items such as but not limited to:
        - i. Policies;
        - ii. Risk management reports;
        - iii. Budgetary issues; and
        - iv. Provides objective guidance to the organization

7. The provider's practice of cultural diversity competency is evident by:
  - a. Staff articulating an understanding of the social, cultural, religious and other needs and differences unique to the individual;
  - b. Staff honoring these differences and preferences (such as worship or dietary preferences) in the daily services/treatment of the individual; and
  - c. The inclusion of cultural competency in Quality Improvement processes.
- iii. There is a written budget which includes expenses and revenue that serves as a plan for managing resources. Utilization of fiscal resources is assessed in Quality Improvement processes and/or by the Board of Directors.
- iv. Areas of risk to persons served and to the provider are identified based on services, supports, or treatment offered including, but not limited to:
  1. Incidents: There is evidence that incidents are reported to the DBHDD Office of Incident Management and Investigation as required by DBHDD Policy, ***Reporting and Investigating Deaths and Critical Incidents in Community Services***;
  2. Accidents;
  3. Complaints;
  4. Grievances;
  5. Individual rights violations including breaches of confidentiality
  6. There is documented evidence that any restrictive interventions utilized must be reviewed by the provider's Rights Committee;
  7. Practices that limit freedom of choice or movement;
  8. Medication management; and
  9. Infection control (specifically, AD providers address tuberculosis and HIV <sup>SAPTBG</sup>).
- v. The provider participates in DBHDD consumer satisfaction and perception of care surveys for all identified populations. Providers are expected to make their facilities and consumers accessible to teams who gather the survey responses (e.g., the *Georgia Mental Health Consumer Network*).

### 3. Consumer Rights

#### a. Rights and Responsibilities

- i. All individuals are informed about their rights and responsibilities:
  1. At the onset of services, supports, and treatment;
  2. At least annually during services;
  3. Through information that is readily available, well prepared and written using language accessible and understandable to the individual; and
  4. Evidenced by the individual's or legal guardian signature on notification.
- ii. The provider has policies and promotes practices that:
  1. Do not discriminate;
  2. Promote receiving equitable supports from the provider;
  3. Provide services, supports, and treatment in the least restrictive environment;
  4. Emphasize the use of teaching functional communication and using least restrictive interventions; and
  5. Incorporate Clients Rights or Patients Rights Rules found at, [www.dbhdd.ga.gov](http://www.dbhdd.ga.gov) as applicable to the provider; and
  6. Delineates the rights and responsibilities of persons served.
- iii. In policy and practice, the provider makes it clear that under no circumstances will the following occur:
  1. Threats (overt or implied);
  2. Corporal punishment;
  3. Fear-eliciting procedures;
  4. Abuse or neglect of any kind;
  5. Withholding nutrition or nutritional care; or
  6. Withholding of any basic necessity such as clothing, shelter, rest or sleep.
- iv. **For all community based programs**, practices promulgated by DBHDD or the Rules and Regulations for Clients Rights, Chapter 290-4-9 are incorporated into the treatment of individuals served.
- v. **For all crisis stabilization units serving adults, children or youth**, practices promulgated by DBHDD or the Rules and Regulations for Patients Rights, Chapter 290-4-6 are incorporated into the treatment of adults, children and youth served in crisis stabilization units.
- vi. **For all programs serving individuals with substance use and abuse issues**, in addition to practices promulgated by DBHDD or the Rules and Regulations for Clients Rights, Chapter 290-4-9, confidentiality procedures for substance abuse individual records comply with 42 CFR, Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records, Final Rule (June 9, 1987), or subsequent revisions thereof.

b. **Grievances**

- i. Grievance, complaint and appeals of internal and external policies and processes are clearly written in language accessible to individuals served and are promulgated and consistent with all applicable DBHDD policies regarding *Complaints and Grievances* regarding community services. Notice of procedures is provided to individuals, staff and other interested parties, and providers maintain records of all complaints and grievances and the resolutions of same.

c. **Safety Interventions**

- i. Providers must work with each enrolled individual to develop, document, and implement, as needed, a crisis plan.
- ii. Providers must have a process in place to provide after-hours accessibility and have the ability to respond, face-to-face as clinically indicated, to crisis situations that occur with enrolled individuals in a timely manner per the contact/agreement with DBHDD. The Georgia Crisis and Access Line (GCAL) are not to be used as the crisis or after hour's access for enrolled individuals. However, providers may utilize GCAL in order to gain access to higher levels of care (e.g. Crisis Stabilization Units, other inpatient services, etc.) or facilitate coordination with Georgia Emergency Management Agency services (i.e. 911)
- iii. The organization must have established procedures/protocols for handling emergency and crisis situations that describe methods for supporting individuals/youth as they transition to and from psychiatric hospitalization.
- iv. In policy, procedures, and practice, the provider makes it clear whether and under what circumstances the following restrictive interventions can be implemented based on the service(s) provided by the provider and licensure requirements. In all cases, federal and state laws and rules are followed and include but are not limited to the following:
  1. Use of adaptive supportive devices or medical protective devices;
    - a. May be used in any service, support, and treatment environment; and
    - b. Use is defined by a physician's order (order not to exceed six calendar months).
    - c. Written order to include rationale and instructions for the use of the device.
    - d. Authorized in the individual resiliency/recovery plan (IRP).
    - e. Are used for medical and/or protective reason (s) and not for behavior control.
  2. Time out (used only in co-occurring DD or C&A services):
    - a. Under no circumstance is egress restricted;
    - b. Time out periods must be brief, not to exceed 15 minutes;
    - c. Procedure for time-out utilization incorporated in behavior plan;
    - d. Reason justification and implementation for time out utilization documented.
  3. Personal restraint (also known as manual hold or manual restraint): The application of physical force, without the use of any device, for the purpose of restricting the free movement of a person's body;
    - a. May be used in all community settings except residential settings licensed as Personal Care Homes;
    - b. Circumstances of use must represent an emergency safety intervention of last resort affecting the safety of the individual or of others;
    - c. Brief handholding (less than 10 seconds) support for the purpose of providing safe crossing, safety or stabilization does not constitute a personal hold;
    - d. If permitted, Personal Restraint (ten seconds or more), shall not exceed five (5) minutes and this intervention is documented.
  4. Physical restraint (also known as mechanical restraint): A device attached or adjacent to the individual's body that one cannot easily remove and that restricts freedom of movement or normal access to one's body or body parts.
    - a. Prohibited in community settings except in community programs designated as crisis stabilization units for adults, children or youth;
    - b. Circumstances of use in behavioral health, crisis stabilization units must represent an emergency safety intervention of last resort affecting the safety of the individual or of others.
  5. Seclusion: The involuntary confinement of an individual alone in a room or in any area of a room where the individual is prevented from leaving, regardless of the purpose of the confinement. The practice of "restrictive time-out" (RTO) is seclusion and may not be utilized except in compliance with the requirement related to seclusion. The phrase "prevented from leaving" includes not only the use of a locked door, but also the use of physical or verbal control to prevent the individual from leaving.
    - a. Seclusion may be used in the community **only** in programs designated as crisis stabilization programs for adults, children or adolescents;
    - b. Circumstances of use in behavioral health crisis stabilization programs must represent an emergency safety intervention of last resort affecting the safety of the individual or of others;

- c. Is not permitted in developmental disabilities services.
- 6. **Chemical restraint may never be used under any circumstance.** Chemical restraint is defined as a medication or drug that is:
  - a. Not a standard treatment for the individual's medical or psychiatric condition;
  - b. Used to control behavior;
  - c. Used to restrict the individual's freedom of movement.
- 7. Examples of chemical restraint are the following:
  - a. The use of over the counter medications such as Benadryl for the purpose of decreasing an individual's activity level during regular waking hours;
  - b. The use of an antipsychotic medication for a person who is not psychotic but simply 'pacing' or mildly agitated.
- 8. PRN antipsychotic and mood stabilizer medications for behavior control are not permitted. See Part II, Section 1; Appendix 1 for list of medications.
- d. **Confidentiality:** The Provider Maintains a System of Information Management that Protects Individual Information and that is Secure, Organized and Confidential
  - i. All individuals determine how their right to confidentiality will be addressed, including but not limited to:
    - 1. Who they wish to be informed about their services, supports, and treatment
    - 2. Collateral information. When collateral information is gathered, information about the individual **may not be shared** with the person giving the collateral information unless the individual being served has given specific written consent
  - ii. The provider has clear policies, procedures, and practices that support secure, organized and confidential management of information, to include electronic individual records if applicable.
  - iii. Maintenance and transfer of both written and spoken information is addressed:
    - 1. Personal individual information;
    - 2. Billing information; and
    - 3. All service related information.
  - iv. The provider has a Confidentiality and HIPAA Privacy Policy that clearly addresses state and federal confidentiality laws and regulations. The provider has a Notice of Privacy Practices that gives the individual adequate notice of the provider's policies and practices regarding use and disclosure of their Protected Health Information. The notice must contain mandatory elements required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II). In addition, the provider must address:
    - 1. HIPAA Privacy Rules, as outlined at 45 CFR Parts 160 and 164 are specifically reviewed with staff and individuals;
    - 2. Appointment of the Privacy Officer;
    - 3. Training to be provided to all staff;
    - 4. Posting of the Notice of Privacy Practices in a prominent place;
    - 5. Maintenance of the individual's signed acknowledgement of receipt of Privacy Notice in their record.
  - v. A record of all disclosures of Protected Health Information (PHI) must be kept in the medical record, so that the provider can provide an accounting of disclosures to the individual for 6 years from the current date. The record must include:
    - 1. Date of disclosure
    - 2. Name of entity or person who received the PHI;
    - 3. A brief description of the PHI disclosed
    - 4. A copy of any written request for disclosure
    - 5. Written authorization from the individual or legal guardian to disclose PHI, where applicable.
  - vi. Confidentiality policies include procedures for substance abuse individual records comply with 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records.
  - vii. Authorization for release of information is obtained when PHI of an individual is to be released or shared between organizations or with others outside the organization. All applicable DBHDD policies and procedures and HIPAA Privacy Rules (45 CFR parts 160 and 164) related to disclosure and authorization of PHI are followed. Information contained in each release of information must include:
    - 1. Specific information to be released or obtained;
    - 2. The purpose for the authorization for release of information;
    - 3. To whom the information may be released or given;
    - 4. The time period that the release authorization remains in effect (reasonable based on the topic of information, generally not to exceed a year); and,

5. A statement that authorization may be revoked at any time by the individual, to the extent that the provider has not already acted upon the authorization;
- viii. Exceptions to use of an authorization for release of information are clear in policy:
  1. disclosure may be made if required or permitted by law;
  2. disclosure is authorized as a valid exception to the law;
  3. A valid court order or subpoena are required for behavioral health records;
  4. A valid court order and subpoena are required for alcohol or drug abuse records;
  5. When required to share individual information with the DBHDD or any provider under contract or agreement with the DBHDD for the purpose of meeting obligations to the department; or
  6. In the case of an emergency treatment situation as determined by the individual's physician, the chief clinical officer can release PHI to the treating physician or psychologist.
- ix. The provider has written operational procedures, consistent with legal requirements governing the retention, maintenance and purging of records.
  1. Records are safely secured, maintained, and retained for a minimum of six (6) years from the date of their creation or the date when last in effect (whichever is later);
  2. Protocols for all records to be returned to or disposed of as directed by the contracting regions after specified retention period or termination of contract/agreement.
- x. The provider has written policy, protocols and documented practice of how information in the record is transferred when an individual is relocated or discharged from service to include but not limited to:
  1. A complete certified copy of the record to the Department or the provider who will assume service provision, that includes individual's PHI, billing information, service related information such as current medical orders, medications, behavior plans as deemed necessary for the purposes of individual's continuity of care and treatment;
  2. In addition unused Special Medical Supplies (SMS), funds, personal belongings, burial accounts
  3. The time frames by which transfer of documents and personal belongings will be completed.
- e. **Funds Management: The Personal Funds of an Individual are Managed by the Individual and are Protected**
  - i. Policies and clear accountability practices regarding individual valuables and finances comply with all applicable DBHDD policies and Social Security Guide for Organizational and/or Representative Payees regarding management of personal needs spending accounts for individuals served.
  - ii. Providers are encouraged to utilize persons outside the organization to serve as "representative payee" such as, but not limited to:
    1. Family
    2. Other person of significance to the individual
    3. Other persons in the community not associated with the provider
  - iii. The provider is able to demonstrate documented effort to secure a qualified, independent party to manage the individual's valuables and finances when the person served is unable to manage funds and there is no other person in the life of the individual who is able to assist in the management of individual valuables or funds.
  - iv. Individual funds cannot be co-mingled with the provider's funds or other individuals' funds.
- f. **Research: The Provider Policy must State Explicitly in Writing Whether Research is Conducted or Not on Individuals Served by the Provider.**
  - i. If the provider wishes to conduct research involving individuals, a research design shall be developed and must be approved by:
    1. The provider's governing authority; and
    2. The Regional Coordinator for the DBHDD; and
    3. The Institutional Review Board operated by the Department of Community Health (DCH) and its policies regarding the Protection of Human Subjects found in DBHDD directive herein.
  - ii. The Research design shall include:
    1. A statement of rationale;
    2. A plan to disclose benefits and risks of research to the participating person;
    3. A commitment to obtain written consent of the persons participating;
    4. A plan to acquire documentation that the person is informed that they can withdraw from the research process at any time.
  - iii. The provider using unusual medication and investigational experimental drugs shall be considered to be doing research.
    1. Policies and procedures governing the use of unusual medications and unusual investigational and experimental drugs shall be in place;



2. Policies, procedures, and guidelines for research promulgated by the DCH Institutional Review Board shall be followed;
  3. The research design shall be approved and supervised by a physician;
  4. Information on the drugs used shall be maintained including:
    - a. Drug dosage forms;
    - b. Dosage range;
    - c. Storage requirements;
    - d. Adverse reactions; and
    - e. Usage and contraindications.
  5. Pharmacological training about the drug(s) shall be provided to nurses who administer the medications; and
  6. Drugs utilized shall be properly labeled.
- iv. If research is conducted, there is evidence that involved individuals are:
    1. Fully aware of the risks and benefits of the research;
    2. Have documented their willingness to participate through full informed consent; and
  - v. Can verbalize their wish to participate in the research. If the individual is unable to verbalize or otherwise communicate this information, there is evidence that a legal representative, guardian or guardian ad litem has received this information and consented accordingly.
- g. **Faith based organizations**
- i. Individuals or recipients of services are informed about the following issues relative to faith or denominationally based organizations:
    1. Its religious character;
    2. The individual's freedom not to engage in religious activities;
    3. The individual's right to receive services from an alternative provider;
      - a. The provider shall, within a reasonable time after the date of such objection, refer the individual to an alternative provider.
  - ii. If the provider provides employment that is associated with religious criteria, the individual must be informed.
  - iii. In no case may federal or state funds be used to support any inherently religious activities, such as but not limited to religious instruction or proselytizing.
  - iv. Providers may use space in their facilities to provide services, supports, and treatment without removing religious art, icons, scriptures or other symbols.
  - v. In all cases, rules found at 42 CFR Parts 54, 54a and 45 CFR Parts 96, 260 and 1050 *Charitable Choice Provisions and Regulations: Final Rules* shall apply.
4. **Service Environment: The Service Environment Demonstrates Respect for the Persons Served and is Appropriate to the Services Provided**
- a. Services are provided in an appropriate environment that is respectful of persons served. The environment is:
    - i. Clean;
    - ii. Age appropriate;
    - iii. Accessible (individuals who need assistance with ambulation shall be provided bedrooms that have access to a ground level exit to the outside or have access to exits with easily negotiable ramps or accessible lifts. The home shall provide at least two (2) exits, remote from each other that are accessible to the individuals served).
    - iv. Individual's rooms are personalized
    - v. Adequately lighted, ventilated, and temperature controlled.
  - b. Children seventeen and younger may not be served with adults unless the children are residing with their parents or legal guardians in residential programs such as the Ready for Work program.
    - i. Emancipated minors and juveniles who are age 17 years may be served with adults when their life circumstances demonstrate they are more appropriately served in an adult environment.
    - ii. Situations representing exceptions to this standard must have written documentation from the DBHDD Regional Office. Exceptions must demonstrate that it would be disruptive to the living configuration and relationships to disturb the 'family' make-up of those living together.
  - c. There is sufficient space, equipment and privacy to accommodate:
    - i. Accessibility;
    - ii. Safety of persons served and their families or others;
    - iii. Waiting;
    - iv. Telephone use for incoming and outgoing calls that is accessible and maintained in working order for persons served or supported; and
    - v. Provision of identified services and supports.
  - d. The environment is safe:



- i. All local and state ordinances are addressed;
    - 1. Copies of inspection reports are available;
    - 2. Licenses or certificates are current and available as required by the site or the service.
- e. There is evidence of compliance with state and county of residence fire and life safety codes for the following:
  - i. Installation of fire alarm system meets safety code;
  - ii. Fire drills are conducted for individuals and staff:
    - 1. Once a month at alternating times; including
    - 2. Twice a year during sleeping hours if residential services.
    - 3. All fire drills shall be documented with staffing involved
    - 4. DBHDD maintains the right to require an immediate demonstration of a fire drill during any on-site visit
- f. Policies, plans and procedures are in place that addresses emergency evacuation, relocation preparedness and Disaster Response. Supplies needed for emergency evacuation are maintained in a readily accessible manner, including individuals' information, family contact information and current copies of physician's orders for all individual's medications.
  - i. Plans include detailed information regarding evacuating, transporting, and relocating individuals that coordinate with the local Emergency Management Agency and at a minimum address:
    - 1. Medical emergencies;
    - 2. Missing persons;
      - a. Georgia's Mattie's Call Act provides for an alert system when an individual with developmental disabilities, dementia, or other cognitive impairment is missing. Law requires residences licensed as Personal Care Homes to notify law enforcement within 30 minutes of discovering a missing individual.
    - 3. Natural disasters known to occur, such as tornadoes, snow storms or floods;
    - 4. Power failures;
    - 5. Continuity of medical care as required;
    - 6. Notifications to families or designees; and
    - 7. Effective 7/1/2012, Continuity of Operation Planning to include identifying locations and providing a signed agreement where individuals will be relocated temporarily in case of damage to the site where services are provided (for more information: [www.georgiadisaster.info](http://www.georgiadisaster.info), <http://www.fema.gov/about/org/ncp/coop/templates.shtml>)
  - ii. Emergency preparedness notice and plans are:
    - 1. Reviewed annually;
    - 2. Tested at least quarterly for emergencies that occur locally on a less frequent basis such as, but not limited to flood, tornado or hurricane;
    - 3. Drilled with more frequency if there is a greater potential for the emergency.
- g. Providers must comply with federal Public Law 103-227 which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by the provider and used routinely or regularly for the provision of health care for youth under the age of 18. MHBG, SAPTBG
- h. Residential living support service options;
  - i. Are integrated and established within residential neighborhoods;
  - ii. Are single family units;
  - iii. Have space for informal gatherings;
  - iv. Have personal space and privacy for persons supported; and
  - v. Are understood to be the "home" of the person supported or served.
- i. Video cameras may be used in common areas of programs that are not personal residences such as Crisis Stabilization Units where visualization of blind areas is necessary for an individual's safety. Cameras **may not be used** in the following instances:
  - i. In an individual's personal residence;
  - ii. In lieu of staff presence; or
  - iii. In the bedroom of individuals
- j. There are policies, procedures, and practices for transportation of persons supported or served in residential services and in programs that require movement of persons served from place to place.
  - i. Policies and procedures apply to all vehicles used, including:
    - 1. Those owned or leased by the provider;
    - 2. Those owned or leased by subcontractors; and
    - 3. Use of personal vehicles of staff.
  - ii. Policies and procedures include, but are not limited to:
    - 1. Authenticating licenses of drivers, proof of insurance, and routine vehicle maintenance;
    - 2. Requirements for evidence of driver training;

- 3. Safe transport of persons served;
- 4. Requirements for maintaining attendance of person served while in vehicles;
- 5. Safe use of lift;
- 6. Availability of first aid kits;
- 7. Fire suppression equipment; and
- 8. Emergency preparedness.
- k. Access is promoted at service sites deemed as intake, assessment or crisis programs through:
  - i. Clearly labeled exterior signs; and
  - ii. Other means of direction to service and support locations as appropriate.
- l. Community services (other than Community Transition Planning) may **not** be provided in an Institution for Mental Diseases (IMD, e.g. state or private psychiatric hospital, psychiatric residential treatment facility or Crisis Stabilization Unit with greater than 16 beds), jail, youth development center (YDC) or prison system.
- m. Services may not be provided and billed for individuals who are involuntarily detained in Regional Youth Detention Centers (RYDCs) awaiting criminal proceedings, penal dispositions, or other involuntary detention proceedings. Any exception to this requires supporting documentation from the DJJ partners. The provider holds the risk for assuring the youth's eligibility.

**5. Infection Control Practices are Evident in Service Settings**

- a. The provider, at a minimum, has a basic Infection Control Plan that includes the following:
  - i. Standard Precautions;
  - ii. Hand washing protocols;
  - iii. Proper disposal of biohazards, such as needles, lancets, scissors, tweezers, and other sharp instruments; and
  - iv. Management of common illness likely to be emergent in the particular service setting;
- b. The provider has effective cleaning and maintenance procedures sufficient to maintain a sanitary and comfortable environment that prevents the development and transmission of infection.
- c. The provider adheres to policies and procedures for controlling and preventing infections in the service setting. Staff is trained and monitored to ensure infection control policies and procedures are followed.
- d. All staff adheres to Standard Precautions and follows the provider's written policies and procedures in infection control techniques.
- e. The provider's infection control plan is reviewed bi-annually for effectiveness and revision, if necessary.
- f. The provider has available the quantity of bed linens and towels, etc. essential for the proper care of individuals at all times. These items are washed, stored, and transported in a manner that prevents the spread of infection.
- g. Routine laundering of an individual's clothing and personal items is done separately from the belongings of other individuals.
- h. Procedures for the prevention of infestation by insects, rodents or pests shall be maintained and conducted continually to protect the health of individuals served.
- i. The provider ensures that an individual's personal hygiene items, such as toothbrushes, hairbrushes, razors, nail clippers, etc., are maintained separately and in a sanitary condition.
- j. Any pets living in the service setting must be in compliance with local, state, and federal requirements.

**6. Medications: Providers having Oversight for Medication or that Administer Medication Follow Federal and State Laws, Rules, Regulations and Best Practice Guidelines**

- a. A copy of the physician (s) order or current prescription dated/signed within the past year is placed in the individual's record for every medication administered or self-administered with supervision. These include:
  - i. Regular, on-going medications;
  - ii. Controlled substances;
  - iii. Over-the-counter medications;
  - iv. PRN (when needed) medications; or
  - v. Discontinuance order.
- b. A valid physician's order must contain:
  - i. The individual's name;
  - ii. The name of the medication;
  - iii. The dose;
  - iv. The route;
  - v. The frequency;
  - vi. Special instructions, if needed; and
  - vii. The physician's signature.
  - viii. A copy of the Medical Office Visit Record with the highlighted physician's medication order may also be kept as documentation.

- c. Anti-psychotic medications must be prescribed by a psychiatrist or psychiatric nurse practitioner.
- d. The provider has written policies, procedures, and practices for all aspects of medication management including, but not limited to:
  - i. Prescribing: requires the comparison of the physician's medication prescription to the label on the drug container and to the Medication Administration Record (MAR) to ensure they are all the same before each medication is administered or supervised self-administration is done.
  - ii. Ordering: describes the process by which medication orders are filled by a pharmacy.
  - iii. Authenticating orders: describes the required time frame for actual or faxed physician's signature on telephone or verbal orders accepted by a licensed nurse;
  - iv. Procuring medication and refills: procuring initial prescription medication and over-the-counter drugs within twenty-four hours of prescription receipt, and refills before twenty-four hours of the exhaustion of current drug supply.
  - v. Labeling: includes the Rights of Medication Administration
  - vi. Storing: includes prescribed medications, floor stock drugs, refrigerated drugs, and controlled substances.
  - vii. Security: signing out a dose for an individual, and at a minimum, a daily inventory for controlled medications and floor stock medications; and daily temperature logs for locked, refrigerated medications are required.
  - viii. Storage, inventory, dispensing and labeling of sample medications: requires documented accountability of these substances at all stages of possession.
  - ix. Dispensing: describes the process allowed for pharmacists and/or physicians only. Includes the verification of the individual's medications from other agencies and provides a documentation log with the pharmacist's or physician's signature and date when the drug was verified.
  - x. Supervision of individual self-administration: includes all steps in the process from verifying the physician's medication order to documentation and observation of the individual for the medication's effects. Makes clear that staff members may not administer medications unless licensed to do so, and the methods staff members may use to supervise or assist, such as via hand-over-hand technique, when an individual self-administers his/her medications.
  - xi. Administration of medications includes all aspects of the process to be done from verifying the physician's medication order, to who can administer the medications, to documentation and observation of the individual for the medication's effects. Administration of medications may be done only by those who are licensed in this state to do so.
  - xii. Recording: includes the guidelines for documentation of all aspects of medication management. This includes adding and discontinuing medication, charting scheduled and as needed medications, observations regarding the effects of drugs, refused and missing doses, making corrections, and a legend for recording. The legend includes initials, signature, and title of staff member.
  - xiii. Disposal of discontinued or out-of-date medication: includes an environmentally friendly method or disposal by pharmacy.
  - xiv. Education to the individual and family (as desired by the individual) regarding all medications prescribed and documentation of the education provided in the clinical record;
  - xv. All PRN or "as needed" medications will be accessible for each individual as per his/her prescriber(s) order(s) and as defined in the individuals' IRP. Additionally, the provider must have written protocols and documented practice that ensures safe and timely accessibility that includes, at a minimum, how medication will be stored, secured or need refrigeration when transported to different programs and home visits.
- e. Organizational policy, procedures and documented practices stipulate that:
  - i. Medical conditions are assessed, monitored, and recorded. This includes but is not limited to situations in which:
    - 1. Medication or other ongoing health interventions are required;
    - 2. Chronic or confounding health factors are present;
    - 3. Medication prescribed as part of DBHDD services has research indication necessary surveillance of the emergence of diabetes, hypertension, and/or cardiovascular disease;
    - 4. Allergies or adverse reactions to medications have occurred; or
    - 5. Withdrawal from a substance abuse is an issue
  - ii. In homes licensed as Community Living Arrangements (CLA)/Personal Care Homes (PCH), staff may administer medications in accordance with CLA Rules 290-9-37.01 through .25 and PCH Rules 111-8-62.01 through .25.
  - iii. Only physicians or pharmacists may re-package or dispense medications.
    - 1. This includes the re-packaging of medications into containers such as "day minders" and medications that are sent with the individual when the individual is away from his residence.
    - 2. Note that an individual capable of independent self-administration of medication may be coached in setting up their personal "day minder."

- iv. There are safeguards utilized for medications known to have substantial risk or undesirable effects, including but not limited to:
  - 1. Storage;
  - 2. Handling;
  - 3. Insuring appropriate lab testing or assessment tools accompany the use of the medication;
  - 4. Obtaining and maintaining copies of appropriate lab testing and assessment tools that accompany the use of the medications prescribed from the individual's physician for the individual's clinical record, or at a minimum, documenting in the clinical record the requests for the copies of these tests and assessments; and follow-up appointments with the individual's physician(s) for any further actions needed.
- v. Education regarding the risks and benefits of the medication is documented and explained in language the individual can understand. Medication education provided by the provider's staff must be documented in the clinical record. Informed consent for the medication is the responsibility of the physician; however, the provider obtains and maintains copies of these, or at a minimum, documents its request for copies of these in the clinical record
- vi. Where medications are self-administered, protocols are defined for training to support individual self-administration of medication.
- vii. Staff is educated regarding:
  - 1. Medications taken by individuals, including the benefits and risk;
  - 2. Monitoring and supervision of individual self-administration of medications;
  - 3. The individual's right to refuse medication;
  - 4. Documentation of medication requirements.
- viii. There are protocols for the handling of licit and illicit drugs brought into the service setting. This includes confiscating, reporting, documenting, educating, and appropriate discarding of the substances.
- ix. Requirements for safe storage of medication are as required by law includes single and double locks, shift counting of the medications, individual dose sign-out recording, documented planned destruction, refrigeration and daily temperature logs.
- x. The provider defines requirements for timely notification to the prescribing professional regarding:
  - 1. Drug reactions;
  - 2. Medication problems;
  - 3. Medication errors; and
  - 4. Refusal of medication by the individual.
- xi. When the provider allows verbal orders from physicians, those orders will be authenticated:
  - 1. Within 72 hours by fax with the physicians signature on the page (including electronic signature);
  - 2. The fax must be maintained in the individual's record;
- xii. There are practices for regular and ongoing physician review of prescribed medications including, but not limited to:
  - 1. Appropriateness of the medication;
  - 2. Documented need for continued use of the medication;
  - 3. Monitoring of the presence of side effects. Individuals on medications likely to cause tardive dyskinesia are monitored at prescribed intervals using an Abnormal Involuntary Movement Scale (AIMS testing);
  - 4. Monitoring of therapeutic blood levels, if required by the medication such as Blood Glucose testing, Dilantin blood levels and Depakote blood levels; such as kidney or liver function tests;
  - 5. Ordering specific monitoring and treatment protocols for diabetic, hypertensive, seizure disorder, and cardiac individuals, especially related to medications prescribed and required vital sign parameters for administration;
  - 6. Writing medication protocols for specific individuals in homes licensed as Community Living Arrangements or Personal Care Homes for identified staff members to administer:
    - a. epinephrine for anaphylactic reaction;
    - b. insulin required for diabetes;
    - c. suppositories for ameliorating serious seizure activity; and
    - d. medications through a nebulizer under conditions described in the Community Living Arrangement Rule 290-9-37-.20 (2).
  - 7. Monitoring of other associated laboratory studies.
- xiii. For providers that secure their medications from retail pharmacy and/or employ a licensed pharmacist, there is a biennial assessment of agency practice of management of medications **at all sites housing medications**. A licensed pharmacist or licensed registered nurse conducts the assessment. The report shall include, but may not be limited to:
  - 1. A written report of findings, including corrections required;
  - 2. A photocopy of the license of the pharmacist and/or registered nurse;

3. A statement of attestation from the licensed pharmacist or licensed Registered Nurse that all issues have been corrected.
- xiv. For providers that conduct any laboratory testing on-site, documented evidence is provided that the provider's Clinical Laboratory Improvement Amendment (CLIA) Waiver is current. Refer to the list of waived tests updated January 15, 2010 on the Centers for Medicaid and Medicare Services website.
- f. The "Eight Rights" for medication administration are defined with detailed guidelines for staff to implement within the organization to verify that right:
  - i. Right person: includes the use of at least two identifiers and verification of the physician's medication order with the label on the prescription drug container and the MAR entry to ensure that all are the same every time before a medication is taken via self-administration or administered by a licensed staff member.
  - ii. Right medication: includes verification of the medication order with the label on the prescription drug container and the MAR entry to verify that all are the same every time before a medication is taken via self-administration or administered by a licensed staff member. The medication is inspected for expiration date. Insulin must be verified with another person prior to administering.
  - iii. Right time: includes the times the provider schedules medications, or the specific physician's instructions related to the drug.
  - iv. Right dose: includes verification of the physician's medication order of dosage amount of the medication; with the label on the prescription drug container and the Medication Administration Record entry to ensure that all are the same every time before a medication is taken via self-administration or administered by a licensed staff member. The amount of the medication should make sense as to the volume of liquid or number of tablets to be taken.
  - v. Right route: includes the method of administration;
  - vi. Right position: includes the correct anatomical position; individual should be assisted to assume the correct position for the medication method or route to ensure its proper effect, instillation, and retention.
  - vii. Right documentation includes proper methods of the recording on the MAR; and
  - viii. Right to refuse medications: includes staff responsibilities to encourage compliance, document the refusal, and report the refusal to the administration, nurse administrator, and physician.
- g. A Medication Administration Record (MAR) is in place for each calendar month that an individual takes or receives medication(s):
  - i. Documentation of routine, ongoing medications occur in one discreet portion of the MAR and include but may not be limited to:
    1. Documentation by calendar month that is sequential according to the days of the month;
    2. A listing of all medications taken or administered during that month including a full replication of information in the physician's order for each medication:
      - a. Name of the medication;
      - b. Dose as ordered;
      - c. Route as ordered;
      - d. Time of day as ordered; and
      - e. Special instructions accompanying the order, if any, such as but not limited to:
        - i. Must be taken with meals;
        - ii. Must be taken with fruit juice;
        - iii. May not be taken with milk or milk products.
    3. If the individual is to take or receive the medication more than one time during one calendar day, each time of day must have a corresponding line that permits as many entries as there are days in the month;
    4. All lines representing days and times preceding the beginning or ending of an order for medications shall be marked through with a single line;
    5. When a physician discontinues (D/C) a medication order, that discontinuation is reflected by the entry of "D/C" at the date and time representing the discontinuation followed by a mark through of all lines representing days and times that were discontinued.
  - ii. Documentation of medications that are taken or received on a periodic basis, including over the counter medications, occur in a separate discreet portion of the MAR and include but may not be limited to:
    1. A listing of each medication taken or received on a periodic basis during that month including a full replication of information in the physician's order for each medication:
      - a. Name of the medication;
      - b. Dose as ordered;
      - c. Route as ordered;
      - d. Purpose of the medication
      - e. Frequency that the medication may be taken

- i. The date and time the medication is taken or received is documented for each use.
  - ii. When 'PRN' or 'as needed' medication is used, the PRN medications shall be documented on the same MAR after the routine medications and clearly marked as "PRN" and the effectiveness is documented.
- iii. Each MAR shall include a legend that clarifies:
  - 1. Identity of authorized staff initials using full signature and title;
  - 2. Reasons that a medication may be not given, is held or otherwise not received by the individual, such as but not limited to:

"H" = Hospital  
 "R" = Refused  
 "NPO" = Nothing by mouth  
 "HM" = Home Visit  
 "DS" = Day Service

## 7. Waiver of Standards

- a. The provider may not exempt itself from any of these standards or any portion of the Provider Manual. All requests for waivers of these standards must be done in accordance with Policy: Requests for Waivers of the Standards for Mental Health, Developmental Disabilities and Addictive Diseases.

## COMMUNITY SERVICE STANDARDS FOR ALL PROVIDERS

### SECTION II: STAFFING REQUIREMENTS

#### 1. Overview

- i. Unless otherwise specified by DBHDD Policy or within the contract/agreement with the Department, one or more professionals in the field must be attached to the organization as employees of the organization or as consultants on contract.
- ii. The professional(s) attached to the organization have experience in the field of expertise best suited to address the needs of the individual(s) served.
- iii. When medical, psychiatric services involving medication or detoxification services are provided, the provider receives direction for that service from a professional with experience in the field, such as medical director, physician consultant, psychiatrist or addictionologist.
- iv. Organizational policy and practice demonstrates that appropriate professional staff shall conduct the following services, supports, and treatment, including but not limited to:
  - 1. Overseeing the services, supports, and treatment provided to individuals;
  - 2. Supervising the formulation of the individual recovery plan;
  - 3. Conducting diagnostic, behavioral, functional, and educational assessments;
  - 4. Designing and writing behavior support plans;
  - 5. Implementing assessment, care, and treatment activities as defined in professional practice acts; and
  - 6. Supervising high intensity services such as screening or evaluation, assessment, partial hospitalization, and ambulatory or residential crisis services
- v. Providers must ensure an adequate staffing pattern to provide access to services. Please reference the Service Guideline for staffing requirements of Specialty Services. The below are minimum staffing requirements of Core Providers:
  - 1. Medical Director/Psychiatrist that is on site a minimum of 10 hours weekly
  - 2. RN that is on site a minimum of 10 hours weekly
  - 3. Licensed Clinicians (LCSW, LPC, LAMFT)
  - 4. MAC, CACII, CADC, CCADC, or GCADC (II, III)
  - 5. Certified Peer Specialist (applicable for Adult Core Services only)
  - 6. Paraprofessional
- vi. The type and number of professional staff attached to the organization are:
  - 1. Properly licensed or credentialed in the professional field as required;
  - 2. Present in numbers to provide adequate supervision to staff;
  - 3. Present in numbers to provide services, supports, and treatment to individuals as required;
  - 4. Experienced and competent in the profession they represent; and
  - 5. In 24 hour or residential settings, at least one staff trained in Basic Cardiac Life Support (BCLS) and first aid is scheduled at all times on each shift.
- vii. The type and number of all other staff attached to the organization are:
  - 1. Properly trained or credentialed in the professional field as required;
  - 2. Present in numbers to provide services, supports, and treatment to individuals as required; and



3. Experienced and competent in the services, supports, and treatment they provide.
- viii. The provider has procedures and practices for verifying licenses, credentials, experience and competence of staff:
  1. There is documentation of implementation of these procedures for all staff attached to the organization; and
  2. Licenses and credentials are current as required by the field.
- ix. The organization must have policies and procedures for protecting the safety of staff. Specific measures to ensure the safety of those staff that engage in community-based service delivery activities must be identified.
- x. The status of students, trainees, and individuals working toward licensure must be disclosed to the individuals receiving services from trainees/ interns and signatures/titles of these practitioners must also include indication of that status (i.e. S/T or ACT).
- xi. Federal law, state law, professional practice acts and in-field certification requirements are followed, including but not limited to:
  1. Professional or non-professional licenses and qualifications required to provide the services offered. If it is determined that a service requiring licensure or certification by State law is being provided by an unlicensed staff, it is the responsibility of the provider to comply with DBHDD Policy regarding Licensing and Certification Requirements and the Reporting of Practice Act Violations.
  2. Laws governing hours of work such as but not limited to the Fair Labor Standards Act.
- xii. Job descriptions are in place for all personnel that include:
  1. Qualifications for the job;
  2. Duties and responsibilities;
  3. Competencies required;
  4. Expectations regarding quality and quantity of work; and
  5. Documentation that the individual staff has reviewed, understands, and is working under a job description specific to the work performed within the organization.
- xiii. There is evidence that a national criminal records check (NCIC) is completed for all employees who provide services, supports, and treatment to persons served within the organization. **The applicant must submit fingerprints prior to employment or if circumstances justify delay, within 10 business days of the employee's start date.** DBHDD Policy, *Criminal History Records Checks for Contractors* is followed and fingerprints are obtained by electronic fingerprint submission through Cogent Systems. See [www.ga.cogentid.com](http://www.ga.cogentid.com).
- xiv. The provider has policies, procedures and documentation practices detailing all human resources practices, including but not limited to:
  1. Processes for determining staff qualifications including: license or certification status, training, experience, and competence.
  2. Processes for managing personnel information and records including but not limited to:
    - a. Criminal records checks (including process for reporting CRC status change); and
    - b. Driver's license checks
  3. Provisions for and documentation of:
    - a. Timely orientation of personnel and development;
    - b. Periodic assessment and development of training needs;
    - c. Development of activities responding to those needs; and
    - d. Annual work performance evaluations.
  4. Provisions for sanctioning and removal of staff when:
    - a. Staff are determined to have deficits in required competencies;
    - b. Staff is accused of abuse, neglect or exploitation.
- xv. The provider details in policy by job classification:
  1. Training that must be refreshed annually;
  2. Additional training required for professional level staff;
  3. Additional training/recertification (if applicable) required for all other staff.
- xvi. Regular review and evaluation of the performance of all staff is evident at least annually by managers who are clinically, administratively, and experientially qualified to conduct evaluations.
- xvii. It is evident that the provider demonstrates administration of personnel policies without discrimination.
- xviii. All staff, direct support volunteers, and direct support consultants shall be trained and show evidence of competence as indicated in the below chart titled **Training Requirements for all Staff, Direct Support Volunteers, and Direct Support Consultants**:



Training Requirements for all Staff, Direct Support Volunteers, and Direct Support Consultants	
Orientation requirements are specified for all staff and are provided prior to direct contact with individuals and are as follows:	
<ul style="list-style-type: none"> <li>• The purpose, scope of services, supports, and treatment offered including related policies and procedures;</li> </ul>	
<ul style="list-style-type: none"> <li>• HIPAA and Confidentiality of individual information, both written and spoken;</li> </ul>	
<ul style="list-style-type: none"> <li>• Rights and Responsibilities of individuals;</li> </ul>	
<ul style="list-style-type: none"> <li>• Requirements for recognizing and reporting suspected abuse, neglect, or exploitation of any individual:               <ul style="list-style-type: none"> <li>○ To the DBHDD;</li> <li>○ Within the organization;</li> <li>○ To appropriate regulatory or licensing agencies; and,</li> <li>○ To law enforcement agencies</li> </ul> </li> </ul>	
Within the first sixty (60) days from date of hire, all staff having direct contact with individuals shall receive the following training including, but not limited to:	
<ul style="list-style-type: none"> <li>• Person centered values, principles and approaches;</li> </ul>	
<ul style="list-style-type: none"> <li>• A holistic approach to treatment of the individual;</li> </ul>	
<ul style="list-style-type: none"> <li>• Medical, physical, behavioral and social needs and characteristics of the persons served;</li> </ul>	
<ul style="list-style-type: none"> <li>• Human rights and responsibilities (*);</li> </ul>	
<ul style="list-style-type: none"> <li>• Promoting positive, appropriate and responsive relationships with persons served, their families and stakeholders;</li> </ul>	
<ul style="list-style-type: none"> <li>• The utilization of:               <ul style="list-style-type: none"> <li>○ Communication Skills (*);</li> <li>○ Applied Behavior Analysis (*) and</li> <li>○ Crisis intervention techniques to de-escalate challenging and unsafe behaviors (*)</li> <li>○ Nationally benchmarked techniques for safe utilization of emergency interventions of last resort (if such techniques are permitted in the purview of the organization);</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Ethics, cultural preferences and awareness;</li> </ul>	
<ul style="list-style-type: none"> <li>• Fire safety (*)</li> </ul>	
<ul style="list-style-type: none"> <li>• Emergency and disaster plans and procedures (*)</li> </ul>	
<ul style="list-style-type: none"> <li>• Techniques of Standard Precautions, including:               <ul style="list-style-type: none"> <li>○ Preventative measures to minimize risk of HIV;</li> <li>○ Current information as published by the Centers for Disease Control (CDC); and</li> <li>○ Approaches to individual education.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• CPR/AED through the American Heart Association or the American Red Cross.               <ul style="list-style-type: none"> <li>○ All medically licensed staff (nurses, physicians, psychiatrists, dentists, and CNAs) are required to have the Professional Rescuers level of training (Basic Life Support for Healthcare Providers and AED or CPR/AED for the Professional Rescuer).</li> <li>○ All other staff must have the Lay Rescuers level of training (Heartsaver CPR and AED or CPR/AED).</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• BCLS includes both written and hands on competency training required.</li> </ul>	
<ul style="list-style-type: none"> <li>• First aid and safety;</li> </ul>	
<ul style="list-style-type: none"> <li>• Specific individual medications and their side effects (*)</li> </ul>	
<ul style="list-style-type: none"> <li>• Services, support, and treatment specific topics appropriate persons served, such as but not limited to:               <ul style="list-style-type: none"> <li>○ Symptom management;</li> <li>○ Principles of recovery relative to individuals with mental illness;</li> <li>○ Principles of recovery relative to individuals with addictive disease;</li> <li>○ Principles of recovery and resiliency relative to children and youth; and</li> <li>○ Relapse prevention.</li> </ul> </li> </ul>	
A minimum of 16 hours of training must be completed annually to include the trainings noted by an asterisk (*) above	

## 2. Approved Behavioral Health Practitioners

The below table outlines the requirements of the approved behavioral health practitioners. Abbreviations for credentials recognized in the Practitioner Level system are noted below. These approved abbreviations must be on the signature lines in documentation where credentials are required (i.e. orders for services, progress notes, etc). For those staff members (PP, CPS, S/T, etc) whose practitioner level is affected by a degree, the degree initials must also be included. For example, if a Paraprofessional is working with an applicable Bachelor of Arts degree, he or she would include "PP, BA" as his or her credentials.

Professional Title & Abbreviation for Signature Line	Minimum Level of Education/Degree / Experience Required	License/ Certification Required	Requires Supervision?	State Code
Physician (M.D., D.O., etc.)	Graduate of medical or osteopathic college	Licensed by the Georgia Composite Board of Medical Examiners	No. Additionally, can supervise others	43-34-20 to 43-34-37
Psychiatrist (M.D., etc.)	Graduate of medical or osteopathic college and a residency in psychiatry approved by the American Board of Psychiatry and Neurology	Licensed by the Georgia Composite Board of Medical Examiners	No. Additionally, can supervise others	43-34-20 to 43-34-37
Physician's Assistant (PA)	Completion of a physician's assistant training program approved by the Georgia Composite Board of Medical Examiners -- at least 1 year of experience in behavioral healthcare required to supervise CPRP, CPS, or PP staff	Licensed by the Georgia Composite Board of Medical Examiners	Physician delegates functions to PA through Board-approved job description.	43-34-100 to 43-34-108
Advanced Practice Registered Nurse (APRN): Clinical Nurse Specialist/Psychiatric-Mental Health (CNS-PMH) and Nurse Practitioner (NP)	R.N. and graduation from a post-basic education program for Nurse Practitioners Master's degree or higher in nursing for the CNS/PMH -- Nurse Practitioners must have at least 1 year of experience in behavioral healthcare to supervise CPRP, CPS, or PP staff	Current certification by American Nurses Association, American Nurses Credentialing Center or American Academy of Nurse Practitioners and authorized as an APRN by the Georgia Board of Nursing	Physician delegates advanced practice functions to APRN, CNS-PMH, NP through Board-approved nurse protocol agreements.	43-26-1 to 43-26-13, 360-32
Licensed Pharmacist (LP)	Graduated and received an undergraduate degree from a college or school of pharmacy; completed a Board-approved internship and passed an examination.	Licensed by the Georgia State Board of Pharmacy	No	26-4
Registered Nurse (RN)	Georgia Board of Nursing-approved nursing education program -- at least 1 year of experience in behavioral healthcare required to supervise CPRP, CPS, or PP	Licensed by the Georgia Board of Nursing	By a physician	43-26-1 to 46-23-13
Professional Title & Abbreviation for Signature Line	Minimum Level of Education/Degree / Experience Required	License/ Certification Required	Requires Supervision?	State Code
Licensed Practical Nurse (LPN)	Graduation from a nursing education program approved by the Georgia Board of Licensed Practical Nursing.	Licensed by Georgia Board of Licensed Practical Nursing	By a Physician or RN	43-26-30 to 43-26-43
Licensed Dietician (LD)	- Bachelor's degree or higher with a degree in dietetics, human nutrition, food and nutrition, nutrition education or food systems management. - Satisfactory completion of at least 900 hours of supervised experience in dietetic practice	Licensed by Georgia Board of Licensed Dieticians	No	43-11A-1 to 43-11A-19

Qualified Medication Aide (QMA)	Completion of a prescribed course conducted by the Georgia Department of Technical and Adult Education and pass examination for qualified medication aides approved by the Georgia Board of Licensed Practical Nursing.	Certified by the Georgia Board of Licensed Practical Nursing	Supervised by RN performing certain medication administration tasks as delegated by RN or LPN.	43-26-50 to 43-26-60
Psychologist (PhD or PsyD)	Doctoral Degree	Licensed by the Georgia Board of Examiners of Psychologists	No. Additionally, can supervise others	43-39-1 to 43-39-20
Licensed Clinical Social Worker (LCSW)	Masters degree in Social Work plus 3 years' supervised full-time work in the practice of social work after the Master's degree.	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists	No. Additionally, can supervise others	43-10A
Licensed Professional Counselor (LPC)	Master's degree	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists	No. Additionally, can supervise others	43-10A
Licensed Marriage and Family Therapist (LMFT)	Master's degree	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists	No. Additionally, can supervise others	43-10A
Licensed Master's Social Worker (LMSW)	Master's degree in Social Work	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists	Works under direction and supervision of an appropriately licensed/credentialed professional.	43-10A
Licensed Associate Professional Counselor (LAPC)	Master's degree	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists	Works under direction and supervision of an appropriately licensed/credentialed professional	43-10A
<b>Professional Title &amp; Abbreviation for Signature Line</b>	<b>Minimum Level of Education/Degree / Experience Required</b>	<b>License/ Certification Required</b>	<b>Requires Supervision?</b>	<b>State Code</b>
Licensed Associate Marriage and Family Therapist (LAMFT)	Master's degree	Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists	Works under direction and supervision of an appropriately licensed/credentialed professional	43-10A
Certified Clinical Alcohol and Drug Counselor (CCADC)	Master's degree; Also requires minimum of 2 years or 4,000 hours experience in direct alcohol and drug abuse treatment with individual and/or group counseling and a total of 270 hours of addiction-specific education and 300 hours of supervised training.	Certification by the Alcohol and Drug Certification Board of Georgia; International Certification and Reciprocity Consortium / Alcohol and Other Drug Abuse (IC&RC)	Services limited to those practices sanctioned by the certifying board and shall in any event be limited to the provision of chemical dependency treatment	43-10A-7
Georgia Certified Alcohol and Drug Counselor Level III (GCADC III)	Master's degree; Also must have been certified by a national organization and have taken a written and oral examination in the past and must have been continuously certified for a period of 2 years; Must meet the standards outlined in the Ga. Code rules posted on the licensing board website: Perform the 12 core functions; Education and training; Supervised practicum; Experience and supervision	Certification by the Alcohol and Drug Certification Board of Georgia (ADACB-GA)	Services limited to those practices sanctioned by the certifying board and shall in any event be limited to the provision of chemical dependency treatment	43-10A-7
Master Addiction Counselor (MAC) National Board of Certified Counselors (NBCC)	Master's Degree Documentation of a minimum of 12 semester hours of graduate coursework in the area of OR 500 CE hours specifically in addictions. Three years supervised experience as an addictions counselor at no fewer than 20 hours per week. Two of the three years must have been completed after the counseling master's degree was conferred. A passing score on the Examination for Master Addictions Counselors (EMAC).	Certification by the National Board of Certified Counselors (NBCC) Nationally Certified Counselor (NCC) credential – must be Licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists	Services limited to those practices sanctioned by the certifying board and shall in any event be limited to the provision of chemical dependency treatment	43-10A-7
Master Addiction	Master's degree; 500 contact hours of specific alcoholism and drug abuse	Certification by the National Association Alcohol	Services limited to those practices	43-10A-7

Counselor, (MAC) through National Association of Alcohol and Drug Counselors, (NAADC)	counseling training). Three years full-time or 6,000 hours of supervised experience, two years or 4,000 hours of which must be post master's degree award. Passing score on the national examination for the MAC	& Drug Counselors' Current state certification /licensure in alcoholism and/or drug abuse counseling. Passing score on the national examination for the MAC	sanctioned by the certifying board and shall in any event be limited to the provision of chemical dependency treatment	
Certified Alcohol and Drug Counselor (CADC)	Bachelor' s degree; Also requires minimum of 2 years or 4,000 hours experience in direct alcohol and drug abuse treatment with individual and/or group counseling and a total of 270 hours of addiction-specific education and 300 hours of supervised training	Certification by the Alcohol and Drug Certification Board of Georgia (ADACB-GA) International Certification and Reciprocity Consortium / Alcohol and Other Drug Abuse (IC&RC)	Services limited to those practices sanctioned by the certifying board and shall in any event be limited to the provision of chemical dependency treatment	43-10A-7
Professional Title & Abbreviation for Signature Line	Minimum Level of Education/Degree / Experience Required	License/ Certification Required	Requires Supervision?	State Code
Georgia Certified Alcohol and Drug Counselor II (GCADC II)	Bachelors degree; Must be certified by a national organization and have taken a written and oral examination; Must have been continuously certified for a period of 2 years; Must meet the standards outlined in the Ga. Code rules posted on the licensing board website: Perform the 12 core functions; Education and training; Supervised practicum; Experience and supervision	Certification by the Alcohol and Drug Certification Board of Georgia (ADACB-GA)	Services limited to those practices sanctioned by the certifying board and shall in any event be limited to the provision of chemical dependency treatment	43-10A-7
Certified Addiction Counselor, Level II (CAC-II)	Bachelor's degree; Requires 3 years of experience in practice of chemical dependency/abuse counseling; 270 hours education in addiction field; and 144 hours clinical supervision	Certification by the Georgia Addiction Counselors' Association	Services limited to those practices sanctioned by the certifying board and shall in any event be limited to the provision of chemical dependency treatment	43-10A-7
Certified Addiction Counselor, Level I (CAC-I)	High School Diploma/Equivalent; Requires 2 years of experience in the practice of chemical dependency/abuse counseling; 180 hours education in addiction field; and 96 hours clinical supervision.	Certification by the Georgia Addiction Counselors' Association	Services limited to those practices sanctioned by the certifying board and shall in any event be limited to the provision of chemical dependency treatment, Under supervision of a Certified Clinical Supervisor	43-10A-7
Registered Alcohol and Drug Technician I, II, III (RADT-I, RADT-II, RADT-III)	High school diploma or its equivalent and must be enrolled in a junior college, college or university. Must document a minimum of one (1) year or two thousand (2000) hours experience of direct service (alcohol and drug counseling). Once the RADT has completed 30 college credit hours he/she is eligible to take the ICRC written exam. Upon passing the ICRC Written exam, a RADT-II certificate is issued. Once the RADT-II has completed 60 college credit hours, he/she is eligible to take the oral case presentation. Upon successful completion of the oral case presentation, receives a RADT-III certificate is issued. Upon completion of BS degree and experience a CADC will be issued	Registered/certified by the Alcohol and Drug Certification Board of	Services limited to those practices sanctioned by the certifying board and shall in any event be limited to the provision of chemical dependency treatment, Under supervision of a Certified Clinical Supervisor; CADC; CCADC, LPC, LCSW	43-10A-7

Addiction Counselor Trainees (ACT)	High school diploma/equivalent and actively pursuing certification as CAC-I, CAC-II, RADT I, II, III; CADC or CCADC or other addiction counselor certification recognized by practice acts.	Employed by an agency or facility that is licensed to provide addiction counseling	Under supervision of a Certified Clinical Supervisor (CCS); CADC; CCADC	
Professional Title & Abbreviation for Signature Line	Minimum Level of Education/Degree / Experience Required	License/ Certification Required	Requires Supervision?	State Code
Certified Psychiatric Rehabilitation Professional (CPRP)	High school diploma/equivalent, Associates Degree, Bachelor's Degree, Graduate Degree with required experience working in Psychiatric Rehabilitation (varies by level and type of degree)	Certified by the US Psychiatric Rehabilitation Association (USPRA, formerly IASPRS)	Under supervision of an appropriately licensed/credentialed professional	
Certified Peer Specialist (CPS)	High school diploma/equivalent	Certification by the Georgia Certified Peer Specialist Project Requires a minimum of 40 hours of Certified Peer Specialist Training, and successful completion of a certification exam.	Services shall be limited to those not requiring licensure, but are provided under the supervision of an appropriately licensed/credentialed professional.	
Paraprofessional (PP)	Completion of Standardized Training Requirement for Paraprofessionals approved by the Department of Community Health (includes training provided by the organization and on-line training provided via Essential Learning.)	Completion of a minimum of 46 hours of paraprofessional training and successful completion of all written exams and competency-based skills demonstrations.	Under supervision of an appropriately licensed/credentialed professional	
Psychologist / LCSW / LPC / LMFT's supervisee/trainee (S/T)	Minimum of a Bachelor's degree and one or more of the following: a. Registered toward attaining an associate or full licensure; b. In pursuit of a Master's degree that would qualify the student to ultimately qualify as a licensed practitioner; c. Not registered, but is acquiring documented supervision toward full licensure (signed attestation by practitioner and supervisor to be on file with personnel office)	Under supervision in accordance with the GA Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists or enrolled in a practicum with an accredited educational Master's degree program which provides supervision as a part of a curriculum which is the foundation toward licensure	Under supervision of a licensed Psychologist/LCSW, LPC, or LMFT in accordance with the GA Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists or enrolled in a practicum with an accredited educational Master's degree program which provides supervision as a part of a curriculum which is the foundation toward licensure	43-10A
Vocational Rehabilitation Specialist (VS/PP or PP/VS)	Minimum of one year verifiable vocational rehabilitation experience.	Employed by an provider that is DBHDD approved to provide ACT.	Under supervision of an ACT team leader who is either a physician, psychologist, PA, APRN, RN with a 4-year BSN, LCSW, LPC, or LMFT.	

### 3. Documentation of Supervision for Individuals Working Towards Licensure

Psychologist/LCSW/LPC/LMFT's supervisee/trainee is defined as:

An individual with a minimum of a Bachelor's degree and one or more of the following:

1. Registered toward attaining an associate or full licensure;
2. In pursuit of a Master's degree that would qualify the student to ultimately qualify as a licensed practitioner (Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC);
3. Not registered, but is acquiring documented supervision toward full licensure in accordance with O.C.G.A. 43-10A-3

These individuals must be under supervision of a licensed Psychologist/LCSW, LPC, or LMFT in accordance with the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists (hereafter referred to as the GA Composite Board) or enrolled in a practicum with an accredited educational Master's degree program which provides supervision as a part of a curriculum which is the foundation toward licensure.

Students and individuals who meet the definition of a Supervisee/Trainee above do not require a co-signature on progress notes unless required by the rules of the GA Composite Board.

In accordance with the GA Composite Board, interns and trainees must work under direction and documented clinical supervision of a licensed professional. Providers will be required to present documentation of supervision of Supervisee/Trainees upon request by DBHDD or the DBHDD's ERO. Supervision must be completed monthly; documentation of supervision for previous month must be in employee file by the 10<sup>th</sup> day of the following month. For example, January supervision must be recorded by February 10<sup>th</sup>.

Documentation of supervision is described by O.C.G.A. 43-10A-3 as, "a contemporaneous record of the date, duration, type (individual, paired, or group), and a brief summary of the pertinent activity for each supervision session". More information can be found online at <http://sos.georgia.gov/plb/counselors/>. Documentation of supervision as defined by O.C.G.A. 43-10A-3 must be present and current in personnel record. The three specialties governed by the GA Composite Board have different supervision requirements for individuals working toward licensure and it is the responsibility of the provider to ensure that the supervision requirements specified by the Board for the specialty (professional counseling, social work or marriage and family therapy) for which the individual is working toward licensure are met.

In addition, for Supervisee/Trainees who are either:

1. In pursuit of a Master's degree that would qualify the student to ultimately qualify as a licensed practitioner (Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC), or
2. Not registered toward attaining licensure, but is acquiring documented supervision toward full licensure in accordance with O.C.G.A. 43-10A-3,

The provider will be required to present an attestation signed by both the supervisor and supervisee/trainee which either:

1. Confirms enrollment in a practicum with an accredited educational Master's degree program which provides supervision as a part of a curriculum which is the foundation toward licensure, or
2. Confirms that supervision is being provided towards licensure in accordance with O.C.G.A. 43-10A-3.

Documentation of Supervisee/Trainees who are receiving on-site supervision in addition to the supervision that they are receiving off-site towards their licensure must include:

1. A copy of the documentation showing supervision towards licensure, and
2. Documentation in compliance with the above-stated requirements.

For example, if a Supervisee/Trainee is working at Provider "A" as a supervisee-trainee and receiving supervision towards their licensure outside of Provider "A", the a copy of the documentation showing supervision towards licensure must be held at Provider "A".

### 4. Documentation of Supervision of Addiction Counselor Trainees

Addiction Counselor Trainees may provide certain services under Practitioner Level 5 as noted in the applicable Service Guidelines. The definition of Addiction Counselor Trainee (ACT) is "an individual who is actively seeking certification<sup>1</sup> as a

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<sup>1</sup> Persons actively seeking certification are defined as: Persons who are training to be addiction counselors but only when such persons are: employed by an provider or facility that is licensed to provide addiction counseling; supervised and directed by a supervisor who meets the qualifications established by the certifying body; actively seeking certification, i.e. receiving supervision & direction, receiving required educational experience, completion of required work experience. (Georgia Rule 43-10A)

CADC, CCADC, CAC II or MAC and is receiving appropriate Clinical Supervision". An ACT may perform counseling as a trainee for a period of up to 3 years if they meet the requirements in O.C.G.A. 43-10A. This is limited to the provision of chemical dependency treatment under direction and supervision of a clinical supervisor approved by the certification body under which the trainee is seeking certification. Providers should refer to O.C.G.A. 43-10A-3 for the definitions of "direction" and "supervision".

The Addiction Counselor Trainee Supervision Form<sup>2</sup> and supporting documentation indicating compliance with the below requirements must be provided for all services provided by an ACT. The following outlines the definition of supervision and requirements of clinical supervision:

- Supervision means the direct clinical review, for the purpose of training or teaching, by a supervisor of a specialty practitioner's interaction with a client. It may include, without being limited to, the review of case presentations, audio tapes, video tapes, and direct observation in order to promote the development of the practitioner's clinical skills.
- Monthly Staff Supervision form must be present and current in personnel record. Supervision must be completed monthly; supervision form for previous month must be in employee file by the 10<sup>th</sup> day of the following month. For example, January supervision must be recorded by February 10<sup>th</sup>.
- Evidence must be available to show that supervising staff meet qualifications:
  - The following credentials are acceptable for Clinical Supervision: CCS; CADC; CCADC; CAC II; MAC or LPC/ LCSW/LMFT who have a minimum of 5 hours of Co-Occurring or Addiction specific Continuing Education hours per year; certification of attendance/completion must be on file.
- The ACT must have a certification test date that is within 3 years of hire as an ACT, and;
- The ACT may not have more than 3 years of cumulative experience practicing under supervision for the purpose of addiction certification, per GA Rule 43-10A, and;
- ACT must have a minimum of 4 hours of documented supervision monthly – this will consist of individual and group supervision.

The DBHDD has added specificity regarding the supervision of these practitioners due to the volume of practice provided by LCSW/LPC/LMFT's supervisee/trainees and Addiction Counselor Trainees. Psychologists in training must adhere to the supervision requirements outlined in the Official Code of Georgia.

## 5. Standard Training Requirement for Paraprofessionals

### Overview

In addition to the training requirements defined in this document, the DBHDD requires that all behavioral health paraprofessionals complete the Standard Training Requirement. These trainings provide useful information necessary to fulfill requirements for delivering DBHDD behavioral health services and supports, while also providing paraprofessionals with access to information that will help them be more effective on the job. Demonstrated mastery of each topic area within the Standard Training Requirement is necessary in order for paraprofessionals to provide both state-funded and Medicaid-reimbursable behavioral health services.

The Standard Training Requirement for Paraprofessionals requires that paraprofessionals complete provider-based training as well as targeted, online trainings. In total, each paraprofessional must complete 46 hours of training (29 hours via online courses and 17 hours provided by the provider). In addition, a set number of training hours must be dedicated to specific subject areas. The number of required training hours by subject area is outlined below. See chart on following page for additional detail.

Subject Area	TOTAL Required Hours	Required via Online Courses	Required via Provider-Based Training
Corporate Compliance	2	1	1
Cultural Competence	2	2	
Documentation	5	3	2
First Aid and CPR	6	0	6
Mental Illness – Addictive Disorders	8	8	0

<sup>2</sup> The Addiction Counselor Trainee Supervision Form can be found on the APS Knowledgebase ([www.apsero.com](http://www.apsero.com)) in the Provider Toolbox. Direct link: <http://www.apsero.com/webx/ee82258>



Pharmacology & Medication Self-Admin	2	2	0
Professional Relationships	2	2	0
Recovery Principles	2	2	0
Safety/ Crisis De-escalation	10	4	6
Explanation of Services	1	0	1
Service Coordination	4	3	1
Suicide Risk Assessment	2	2	0
<b>Total Required Hours</b>	<b>46</b>	<b>29</b>	<b>17</b>

At this time, there is no annual or continued training requirement related to the Standard Training Requirement for Paraprofessionals. However, it should be noted that all providers must comply with all training requirements outlined within this Manual.

### Online Courses for Paraprofessionals via Essential Learning

The required online training hours must be completed through the online training programs provided by DBHDD. DBHDD contracts with a national provider, Essential Learning, for the online training and education component of this requirement. Essential Learning provides free, 24/7 access to course content at <http://training.essentiallearning.com/GeorgiaMHAD>. This content is only available to behavioral health providers who have an executed contract or agreement with DBHDD.

In order to gain initial access to the Essential Learning courses, providers must designate an Essential Learning liaison to assign paraprofessionals for the training. The liaison plays a key role in the successful use of the online curriculum. The liaisons have supervisor rights and can add and delete learners from the system. The liaisons may also assign courses in the Learning Catalog based on the particular need within their organization. Your organization may decide to allow learners to choose their own courses within the required topic areas or to assign learners to complete particular courses that best fit your organization's needs. Providers must ensure that the Essential Learning Courses assigned will meet compliance with the required number of hours per Subject Area (above). Once the paraprofessional has been given a username and password by the provider's liaison, s/he can go online and access the available courses and exams in the learning catalog.

The chart in Appendix 1 below displays the courses available within the Standard Training Requirement for Paraprofessionals which may be satisfied via Essential Learning. A total of 29 hours of online training is necessary to fulfill the training requirement and many subjects offer several courses that can meet the criteria.

### Providing Services as a Paraprofessional

The following individuals must complete the Standard Training Requirement in order to provide services as a Paraprofessional:

- 1) Individuals who are not licensed or do not hold an approved credential, regardless of education level. For example, an individual with a Masters in Social Work but not a license would need to complete the Standard Training Requirement.
- 2) Contract employees providing outsourced services who fall within the paraprofessional criterion
- 3) Individuals who have not yet completed the certification process to be Certified Peer Specialists
- 4) Individuals who may be eligible in the future to be licensed or certified but who are not yet licensed or certified
- 5) Individuals providing Psychiatric Residential Treatment Facility services but not staff providing services through foster care, Intensive Community Support Program, and child & adolescent group homes
- 6) Individuals who are working towards licensure and meet the qualifications of a Supervisee/Trainee must also complete the Standard Training Requirement.

Paraprofessional staff members must complete the Standard Training Requirements within the new hire orientation guidelines for their organization but no later than **90 days after hire**. Staff may provide and bill for services during this 90 days. If the Standard Training Requirement is not completed after 90 days, the individual may not bill until s/he fulfills the requirement. Any services that are provided outside of the 90 day grace period by an uncertified paraprofessional are subject to recoupment.

If an individual would like to bill a service for which they are not an approved practitioner, s/he may bill as a paraprofessional (providing that a paraprofessional is an approved practitioner). In order to do so s/he must have completed the Standard Training Requirement. When documenting this service, the noted credential of the practitioner must match the practitioner level billed. For example, if an LPN would like to provide Community Support Individual (a service for which s/he is not an approved

practitioner), s/he could bill as a paraprofessional and would therefore need to be in compliance with the Standard Training Requirement. The LPN would document his/her credentials as "LPN and PP" when billing at the paraprofessional rate.

### **Documentation for the Standard Training Requirement**

Documentation of compliance must be available for each paraprofessional. An orientation agenda/checklist/spreadsheet with the name of the employee, date of topic, training, and number of hours must be available and is required for audit purposes. Proof of course completion must be kept in a personnel file for both provider-based training as well as online training. This may be documented via a certificate or transcript generated online by Essential Learning or by the "live" course provider.

Auditors may verify the information provided on the tracking sheet by viewing the training certificates. If this information is not available, services billed by the paraprofessional will be subject to recoupment. The date of hire must also be available for review.

If further questions or clarifications are needed regarding the Standard Training Requirement, please email questions to: [RegistrationMHDDAD@dbhdd.ga.gov](mailto:RegistrationMHDDAD@dbhdd.ga.gov)

Subject Area	Courses available to fulfill online training requirement	Online Hours available per Course
Corporate Compliance (Must complete at least 1 hour of online training)	Corporate Compliance and Ethics for Paraprofessionals	1
Cultural Competence (Must complete at least 2 hours of online training)	Cultural Diversity for Paraprofessionals	1.5
	Cultural Issues in Mental Health Treatment for Paraprofessionals	3
Documentation (Must complete at least 3 hours of online training)	Essential Components of Documentation for Paraprofessionals	6
Mental Illness – Addictive Disorders (Must choose at least 8 hours of online training)	Bipolar Disorder in Children and Adolescents	1
	Depressive Disorder in Children and Adolescents	3
	Overview of Bipolar Disorder for Paraprofessionals	2
	Mental Health Issues in Older Adults for Paraprofessionals	2
	Mood Disorders in Adults – A Summary for Paraprofessionals	1
	Overview of Family Psychoeducation – Evidenced Based Practices	1.5
	Defining Serious Persistent Mental Illness and Recovery	2
	People with Serious Mental Illness for Paraprofessionals	3
	Understanding Schizophrenia for Paraprofessionals	2
	Alcohol and the Family for Paraprofessionals	2.5
	Understanding the Addictive Process: An Overview for Paraprofessionals	2
	Co-Occurring Disorders: An Overview for Paraprofessionals	1.5
Mental Illness – Addictive Disorders (continued)		
Pharmacology and Medication Self Admin (Must choose at least 2 hours of online training)	Overview of Medications for Paraprofessionals	2
	Medication Administration & Monitoring for Paraprofessionals	4
Professional Relationships (Must complete at least 2 hours of online training)	Therapeutic Boundaries for Paraprofessionals	2
Recovery Principles (Must choose at least 2 hours of online training)	WRAP – One on One	3
	Path to Recovery	2
Safety/Crisis De-escalation (Must complete at least 4 hours of online training)	Abuse, Neglect and Incident Reporting for Paraprofessionals	1
	Crisis Management for Paraprofessionals	3
Service Coordination (Must choose at least 3 hours of online training)	Case Management for Paraprofessionals	3
	Coordinating Primary Care for Needs of Clients (for) Paraprofessionals	7.5
	Supported Employment – Evidenced Based Practices	6
Suicide Risk Assessment (Must choose at least 2 hours of online training)	In Harm's Way: Suicide in America	1
	Suicide Prevention	2
	Suicide: the Forever Decision	3
<b>Total Hours of Available Course Content</b>		<b>75</b>

## COMMUNITY SERVICE STANDARDS FOR ALL PROVIDERS

### SECTION III: DOCUMENTATION REQUIREMENTS

#### 1. OVERVIEW OF DOCUMENTATION

The individual's record is a legal document that is current, comprehensive and includes those persons who are assessed, served, supported, or treated. There are three core components of consumer related documentation. These include assessment and reassessment; treatment planning; and progress notes. These core components are independent and yet must be inter-related in order to create a sound medical record. The documentation guidelines outlined herein do not supersede service-specific requirements. This Provider Manual may list additional requirements and standards which are service-specific; when there is a conflict, providers must defer to those requirements which are most stringent.

- A. Information in the record must be:
  - i. Organized, Complete, Current, Meaningful, and Succinct;
  - ii. Written in black or blue ink (red ink may be used to denote allergies or precautions);
- B. All medical record documentation shall include the practitioner's printed name as listed on his or her practitioner's license<sup>3</sup>.
- C. At a minimum, the individual's information shall include:
  - i. The name of the individual, precautions, allergies (or no known allergies - NKA) and "volume #x of #y" on the front of the record. Note that the individual's name, allergies and precautions must also be flagged on the medication administration record;
  - ii. Individual's identification and emergency contact information;
  - iii. Medical necessity of the service is supported;
  - iv. Financial and insurance information necessary for adherence to Policy 6204-101;
  - v. Rights, consent and legal information including but not limited to:
    - 1. Consent for service;
    - 2. Release of information documentation;
    - 3. Any psychiatric or other advanced directive;
    - 4. Legal documentation establishing guardianship;
    - 5. Evidence that individual rights are reviewed at least one time a year;
    - 6. Evidence that individual responsibilities are reviewed at least one time a year; and
    - 7. Legal status as it relates to Title 37.
  - vi. Pertinent medical information;
  - vii. Records or reports from previous or other current providers;
  - viii. Correspondence.
  - ix. Frequency and style of documentation are appropriate to the frequency and intensity of services, supports, and treatment and in accordance with the Service Guideline
  - x. Clear evidence that the services billed are the services provided.
  - xi. Documentation includes record of contacts with persons involved in other aspects of the individual's care, including but not limited to internal or external referrals.
  - xii. There is a process for ongoing communication between staff members working with the same individuals in different programs, activities, schedules or shifts.

#### 2. ASSESSMENT

Individualized services, supports, care and treatment determinations are made on the basis of an assessment of needs with the individual. The individual must be informed of the findings of the assessments in a language he or she can understand.

- A. Assessments must include but are not limited to the following:
  - i. Justification of elements which support diagnosis;
  - ii. Summary of central themes of presenting symptoms/needs and precipitating factors;
  - iii. Consumer strengths, needs, abilities, and preferences;
  - iv. Individual's hopes and dreams, or personal life goals;
  - v. Individual's Perception of the issue(s) of concern;
  - vi. Prior treatment and rehabilitation services used and outcomes of these services;
  - vii. Interrelationship of history and assessments;
  - viii. Preferences for treatment, consumer choice and hopes for recovery;

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<sup>3</sup> It is acceptable that the initials can be used for first and middle names. The last name must be spelled out and each of these must correlate with the names on the license. This is an effort to ensure that a connection can be made between the printed/stamped name on the chart entry and a license.

- ix. An assessment for co-occurring disorders;
  - x. Barriers impacting prospects for stabilization and recovery;
  - xi. Current issues placing the client most at risk;
  - xii. How needs are to be prioritized and addressed;
  - xiii. What interventions are needed, when, how quickly, in what services and settings, length of stay, and with what provider(s); and
  - xiv. The step-down services.
  - xv. Current ERO authorization
  - xvi. Biopsychosocial assessment
  - xvii. Integrated/interpretive summary
  - xviii. A current health status report, medical history, and medical screening
  - xix. Suicide risk assessment;
  - xx. Appropriate diagnostic tools such as impairment indices, psychological testing, or laboratory tests;
  - xxi. Social and Family history;
  - xxii. School records (for school age individuals);
  - xxiii. Collateral history from family or persons significant to the individual, if available.
  - xxiv. Review of legal concerns including:
    - 1. Advance directives;
    - 2. Legal competence;
    - 3. Legal involvement of the courts;
    - 4. Legal status as it relates to Title 37; and
    - 5. Legal status as adjudicated by a court.
- B. Additional assessments should be performed or obtained by the provider if required to fully inform the services, supports, and treatment provided. These may include but are not limited to:
- i. Assessment of trauma or abuse;
  - ii. Functional assessment;
  - iii. Cognitive assessment;
  - iv. Behavioral assessments;
  - v. Spiritual assessment;
  - vi. Assessment of independent living skills;
  - vii. Cultural assessment;
  - viii. Recreational assessment;
  - ix. Educational assessment;
  - x. Vocational assessment; and
  - xi. Nutritional assessment;

### 3. DIAGNOSIS

1. A verified diagnosis is defined as a behavioral health diagnosis provided persons identified in O.C.G.A Practice Acts as qualified to provide a diagnosis. These include a Licensed Psychologist, a Physician, or a Physician Assistant or APRN (NP and CNS-PMH) working in conjunction with a physician with an approved job description or protocol.
2. At a minimum, all diagnoses must be verified annually by a licensed psychologist, medical doctor, APRN, or Physician Assistant following a face-to-face evaluation of the consumer (internal or external to the provider).
3. For any diagnoses that are valid for less than one year, an assessment must be completed more often as indicated in the current DSM. If this requirement is not met due to consumer refusal or choice, documentation in the record must reflect this.
4. Documentation of diagnosis/diagnoses must<sup>4</sup>:
  - a. Clearly indicate the diagnosis or diagnoses and include a summary of findings to include any supporting documentation
  - b. The diagnosing practitioner's printed name as listed on license
  - c. His/her credential(s)
  - d. Date of diagnosis
  - e. Signature of the practitioner
5. As defined in Part I, Section I of this Provider Manual a diagnostic impression is sufficient for brief or stabilization services. Diagnostic impressions may be provided by those professionals or paraprofessionals who are permitted to provide the Behavioral Health Assessment service.

<sup>4</sup> Applicable to diagnoses provided both internal and external to the provider.

#### 4. ORDER/RECOMMENDATION FOR COURSE OF TREATMENT<sup>5</sup>

- A. All services must be recommended ("ordered") by a physician or other appropriately licensed practitioner. The practitioner(s) authorized to recommend/order specific services may be found within Part I, Section IV of this Provider Manual
- B. All recommendations/orders expire at the time of the expiration of the current authorization.
- C. The recommendation/order for a course of treatment must specify each service (by official Group Name) to be provided and shall be reviewed and signed by the appropriately licensed practitioner(s) on or before the initial date of service AND on or before the effective date of each reauthorization of service(s). If the provider utilizes service packages (i.e. Intensive Outpatient) to order services, each service included in the service package must be individually named (by official Group Name) in the recommendation/order.
- D. There are two formats that may be used for writing a recommendation/order:
  - i. An individualized recovery/resiliency plan (IRP) which fulfills the required components listed below, can be used as a recommendation/order for the applicable authorization period for services indicated within the plan.
  - ii. A stand-alone recommendation/order in the client record which fulfills the required components listed below.
- E. Required Components of the recommendation/order include:
  - i. Consumer name,
  - ii. All services recommended as a course of treatment/ordered as indicated by Group Name as listed in the current DBHDD Provider Manual,
  - iii. Signature and credentials<sup>6</sup> of appropriately licensed practitioner(s),
  - iv. Printed or stamped name and credentials of appropriately licensed practitioner(s), and
  - v. Date of signature(s).
- F. When more than one physician is involved in an individual's treatment, there is evidence that a RN or MD has reviewed all in-field information to assure there are no contradictions or inadvertent contraindications within the services and treatment orders or plan.
- G. Should the recommendation for course of treatment (order) cross multiple pages in a paper record, the provider is responsible for ensuring that it is clear that the additional pages are a continuation of the order. For example, in a 2 page order, page 2 must contain the name of the consumer, a page number, and indication that the signature of the practitioner indicates authorization for services as noted on page 1.
- H. Recommendation for course of treatment ("orders") may be made verbally. This required components of the verbal recommendation/order include:
  - i. The provider must have policies and procedures which govern procedures for verbal orders;
  - ii. Recommendations/Orders must be documented in the medical record and include:
    - 1. Consumer name,
    - 2. All services recommended as a course of treatment/ordered as indicated by official Group Name as listed in the current DBHDD Provider Manual,
    - 3. Printed or stamped name and credentials of appropriately licensed practitioner(s) recommending service, and
    - 4. Date of verbal order(s); and
    - 5. Printed or stamped name, credentials, original signature, and date signed by the staff member receiving the verbal order. Provider's policy must specify which staff can accept verbal orders for services.
  - iii. Verbal orders must be authenticated by the ordering practitioner's signature within seven (7) calendar days of the issuance of orders. This may be an original signature or faxed signed order.
  - iv. Faxed orders signed by the ordering practitioner are acceptable and a preferred alternative to verbal orders. The fax must be dated upon receipt and contain Required Components 1-5 above.

#### 5. TREATMENT PLANNING

Treatment planning documentation is included in the consumer's Individualized Recovery/Resiliency Plan (IRP). The IRP planning is intended to develop a plan which focuses on the individual's hopes, dreams and vision of a life well-lived. Every record must contain an IRP in accordance with content set forth in this Manual. The IRP should be reviewed frequently and evolve to best meet the individual's needs. This plan sets forth the course of services by integrating the information gathered from the current assessment, status, functioning, and past treatment history into a clinically sound plan.

- A. An individualized resiliency/recovery plan is developed with the guidance of an in-field professional. The individuals direct decisions that impact their lives. Others assisting in the development of the IRP are persons who are:

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<sup>5</sup> Note that the following requirements apply only to recommendation/orders for **services** as defined in Part I of this Provider Manual.

Standards regarding orders for medication and procedures can be found in Section I of these Community Service Standards for All Providers.

<sup>6</sup> See Section II of the Community Service Standards for All Providers for additional information regarding credentials.

- i. Significant in the life of the individual and from whom the individual gives consent for input;
  - ii. Involved in formal or informal support of the individual and from whom the individual gives consent for input;
  - iii. Will deliver the specific services, supports, and treatment identified in the plan. For individuals with coexisting, complex and confounding needs, cross disciplinary approaches to planning should be used;
- B. Individualized Treatment (Recovery/Resiliency) Planning must:
- i. Be driven by the individual and focused on outcomes the individual wishes to achieve;
  - ii. Identify and prioritize the needs of the consumer;
  - iii. Be fully explained to the individual using language he or she can understand and agreed to by the individual.
  - iv. Document by consumer signature and/or, when applicable, guardian signature that the consumer is an active participant in the planning and process of services (to the degree to which that is possible). Subsequent changes to the plan must also document consumer or guardian signature via dated initials.
  - v. State goals which will honor achievement of stated hopes, choice, preferences, and desired outcomes of the consumer and/or family;
  - vi. Assure goals/objectives are:
    - 1. Related to assessment/reassessment;
    - 2. Designed to ameliorate, rectify, correct, reduce or make symptoms manageable; and
    - 3. Indicative of desired changes in levels of functioning and quality of life to objectively measure progress.
  - vii. Define goals/objectives that are individualized, specific and measurable with achievable timeframes;
  - viii. Detail interventions which will assist in achieving the outcomes noted in the goals/objectives;
  - ix. Identify and select services and interventions of the right duration, intensity and frequency to best accomplish these objectives;
  - x. Identify staff responsible to deliver or provide the specific service, support, and treatment;
  - xi. Assure there is a goal/objective that is consistent with the service intent;
  - xii. Identify frequency and duration of services which are set to achieve optimal results with resource sensitive expenditures;
  - xiii. Include a projected plan to modify or decrease the intensity of services, supports, and treatment as goals are achieved.
  - xiv. Documents to be incorporated by reference into an individualized plan include but are not limited to:
    - 1. Medical updates as indicated by physician orders or notes;
    - 2. Addenda as required when a portion of the plan requires reassessment;
    - 3. A personal safety/crisis plan which directs in advance the individual's desires/wishes/plans/objectives in the event of a crisis;
    - 4. Wellness Recovery Action Plan (WRAP);
  - xv. Individualized plans or portions of the plan must be reassessed as indicated by:
    - 1. Changing needs, circumstances and responses of the individual, including but not limited to:
      - a. Any life change;
      - b. Change in provider;
      - c. Change in medical, behavioral, cognitive or, physical status;
    - 2. As requested by the individual;
    - 3. As required for re-authorization and Service Definitions;
    - 4. At least annually;
    - 5. When goals are not being met.
- C. When services are provided to youth during school hours, IRP must indicate how the intervention has been coordinated among family system, school, and provider. There must be documentation that indicates that the intervention is most effective when provided during school hours.

## 6. DISCHARGE/TRANSITION PLANNING

- A. Documents transition planning at the onset of service delivery and includes specific objectives to be met prior to decreasing the intensity of service or discharge.
- B. Defines discharge criteria which objectively measures progress by aligning with documented goals/objectives, desired changes in levels of functioning, and quality of life;
- C. Defines specific step-down service/activity/supports to meet individualized needs;
- D. Is measurable and includes anticipated step-down/transition date.

## 7. DISCHARGE SUMMARY

- A. At the time of discharge, a summary must be provided to the consumer which indicates:
  - i. Strengths, needs, preferences and abilities of the individual;



- ii. Services, supports, and treatment provided;
  - iii. Outcome of the goals and objectives made during the service provision period;
  - iv. Necessary plans for referral; and,
  - v. Service or organization to which the individual was discharged, if applicable.
- B. A summary of the course of services, supports, treatment, the Discharge Summary, must be placed in the record within 30 days of discharge. Documentation must include elements above and:
- i. Document the reason for ending services;
  - ii. Living situation at discharge.

## 7. PROGRESS NOTES

Progress Note documentation includes the actual implementation and outcome(s) of the designated services in a consumer's IRP. There are clear standards related to the content, components, required characteristics, and format of progress note documentation.

The content in progress note documentation must provide all the necessary supporting evidence to justify the need for the services based on medical necessity criteria and support all requirements for billing and adjudication of the service claims. For this reason, progress notes for all billed services (e.g. face-to-face, telemedicine, collateral, etc) must include observations of the consumer's symptoms, behaviors, affect, level of functioning and reassessment for risk when indicated as well as information regarding the exact nature, duration, frequency and purpose of the service, intervention and/or modality. Review of sequential progress notes should provide a snapshot of the consumer over a specified time frame.

### A. Required components of progress note documentation:

- i. **Linkage** - Clear link between assessment and/or reassessment, Individualized Recovery/Resiliency Plan and intervention(s) provided.
- ii. **Consumer profile** – Description of the current status of the consumer to include consumer statements, shared information and quotes; observations and description of consumer affect; behaviors; symptoms; and level of functioning.
- iii. **Justification** – Documentation of the need for services based on admission criteria and measurable criteria for medical necessity. This documentation must also reflect justification for payment of services provided and utilization of resources as it relates to the service definition and the needs/desires of the consumer.
- iv. **Specific services/intervention/modality provided** – Specific detail of all provided activity(ies) or modality(ies) including date, time, frequency, duration, location and when appropriate, methodology.
- v. **Purpose or goal of the services/intervention/modality**- Clarification of the reasons the consumer is participating in the above services, activities, and modalities and the demonstrated value of services.
- vi. **Consumer response to intervention(s)** – Identification of how and in what manner the service, activity, and modality have impacted the consumer; what was the effect; and how was this evidenced.
- vii. **Monitoring** - Evidence that selected interventions and modalities are occurring and monitored for expected and desired outcomes.
- viii. **Consumer's progress** – Identification of the consumer's progress (or lack of progress) toward specific goals/objectives as well as the overall progress towards wellness.
- ix. **Next steps** – Targeted next steps in services and activities to support stability
- x. **Reassessment and Adjustment to plan** – Review and acknowledgement as to whether there is a need to modify, amend or update the individualized service/recovery plan and if so, how.

### B. Required characteristics of progress note documentation<sup>7</sup>:

- i. **Presence of note** – For any claim or encounter submitted to DBHDD (including Medicaid Rehabilitation Option), a note must be present justifying that specific intervention. In addition, other ancillary or non-billable services which are related to the well-being of the individual served must be included in the consumer's official medical record.
- ii. **Service billed** – All progress notes must contain the corresponding HIPAA code which must include any designated modifier. When documenting practitioner modifiers, the modifier must indicate the reimbursement level, which may differ from the practitioner level in certain cases. For example, if a RN provides CSI, the RN would include the modifier U4 to indicate the practitioner level even though an RN is generally a level 2 Practitioner.
- iii. **Timeliness** – All activities/services provided are documented (written and filed) within the current consumer record within a pre-established time frame set by provider policy not to exceed 7 calendar days. Best practice standards require progress notes to be written within 24 hours of the clinical or therapeutic activity. Notes entered retroactively into the record after an event or a shift must be identified as a "late entry".

<sup>7</sup> Any electronic records process shall meet all requirements set forth in this document.

- iv. **Legibility** – All documentation that is handwritten must be readable, decipherable and easily discernible to the all readers.
- v. **Conciseness and clarity** – Clear language, grammar, syntax, and sentence structure is used to describe the activity and related information.
- vi. **Standardized format** – Providers are expected to follow best practices and select a format or create a prescribed narrative that can be used consistently throughout their provider. Specific details regarding actual practice should be described in providers' policies, procedures, training manuals and/or documentation instruction sheets. All formats require a clear match or link between the progress note, assessment and service and planning data.
- vii. **Security and confidentiality** – All documentation is managed in such a manner to ensure consumer confidentiality and security while providing access and availability as appropriate.
- viii. **Activities dated** - Documentation specifies the date/time of service.
- ix. **Dated entries** – All progress note entries are dated to reflect the date of signature of the individual providing the service (this date may differ from the actual date of service). Dates written to indicate the date of a signature may only be dated by the signer. In electronic records, the date of entry must reflect the date that the secure electronic signature was entered. Back-dating and post-dating are not permitted.
- x. **Duration of activities** – Documentation of the duration must be noted for all services to include the number of units, times, and dates. For those services in which the unit/rate is based on time (not per contact/encounter), documentation must include time-in and time-out for all services. This requirement applies for both face-to-face and collateral contacts. Residential services are excluded from the daily notation of time-in/time-out and must follow the specific guidelines outlined in each specific residential code. Further instruction related to Psychosocial Rehabilitation and Peer Supports services can be found in the respective Service Guidelines.
- xi. **Rounding of Units** – Rounding of units is permitted when a service meeting the service definition is provided in less time than the unit increment requirement. Each provider must have an internal policy regarding rounding of units. Regarding "rounding" of units, a unit may be billed for a service when an activity meets the service definition of the service billed but does not meet the full time/unit requirement. In order to bill a unit of service, at least 50% of the time required per unit must be provided and documented by the "time-in, time-out" documentation. For example, a provider may bill a single 15 minute unit for a service greater or equal to 8 minutes and less than 23 minutes. If the duration of the service is greater than or equal to 23 minutes and less than 38 minutes, then 2 units may be billed. Providers must document rounding practices in internal policy.
- xii. **Location of intervention** – For those services which may be billed as either in or out-of clinic<sup>8</sup>, progress notes shall reflect the location as either in-clinic or out-of-clinic (unless otherwise noted in Service Guideline). If the intervention is in-clinic, no further specificity is required. If an intervention is "out-of-clinic", the note must reflect the specific location of the intervention; this indication must be specific enough that it can be generally understood where the service occurred (for example: "...at the individual's home," "...at the grocery store", etc.). Documenting that the service occurred "in the community" is not sufficient to describe the location.
  - 1. When services are provided to youth at or during school, documentation must indicate that the intervention is most effective when provided during school hours.
- xiii. **Participation in intervention** – Progress notes shall reflect all the participants in the treatment and/or support intervention (consumer, family, other natural supports, multi-disciplinary team members, etc.)
- xiv. **Signature, Printed staff name, qualifications and/or title<sup>9</sup>** – The writer of the documentation is designated by name and credentials/qualifications and when required, degree and title. If an individual is a licensed practitioner, the printed name must be the name listed on his or her practitioner's license on all medical record documentation<sup>10</sup>. An original signature is required. The printed name and qualifications and/or title may be recorded using a stamp or typed onto the document. Automated or electronic documentation must include a secure electronic signature<sup>11</sup>.

<sup>8</sup> Modifier U7 should be used to denote out of clinic services. Additional information related to use of this modifier can be found in Section I.

<sup>9</sup> See Standards for All Behavioral Health Providers, Part II for additional information regarding credentials.

<sup>10</sup> It is acceptable that the initials can be used for first and middle names. The last name must be spelled out and each of these must correlate with the names on the license. This is an effort to ensure that a connection can be made between the printed/stamped name on the chart entry and a license.

<sup>11</sup> As defined in PART I POLICIES AND PROCEDURES FOR MEDICAID/PEACHCARE FOR KIDS, a Secure Electronic Signature means an electronic or digital signature, symbol, or process associated with a document which is created, transmitted, received, or stored by electronic means which (1) requires the application of a security procedure; (2) capable of verification/authentication; (3) adopted by a party with the intent to be bound or to authenticate a record; (4) signed under penalty of perjury; (5) unique to the person using it; (6) under the sole control of the person using it; and (7) linked to data in such a manner that if the data is changed the electronic signature is invalidated.

- xv. **Recorded changes** – Any corrections or alternations made to existing documentation must be clearly visible. No “white-out” or unreadable cross-outs are allowed. A single line is used to strike an entry and that strike must be labeled with “error”, initialed, and dated. Any changes to the electronic record must include visible “edits” to include the date and the author of the edit. Additionally, if a document contains a Secure Electronic Signature, it must be linked to data in such a manner that if the data is changed the electronic signature is invalidated.
- xvi. **Consistency** – Documentation must follow a consistent, uniform format. Should the progress note cross multiple pages in a paper record, the provider is responsible for ensuring that it is clear that the additional pages are a continuation of the progress note. For example, in a 2 page note, page 2 must contain the name of the consumer, date of service, a page number, and indication that the signature of the practitioner or paraprofessional is related to the progress note on page 1.
- xvii. **Diversiory and non-billable activities:**
  - 1. Providers may not bill for multiple services which are direct interventions with the consumer during the same time period. If multiple services are determined to have been billed at the same or overlapping time period, billing for those services are subject to recoupment. Allowable exceptions include a consumer receiving a service during the same time period or overlapping time period as:
    - a. A service provided without client present as indicated with the modifier “HS”, or
    - b. A collateral contact service as indicated by the modifier “UK”.
    - c. For example, a provider may bill Individual Counseling with the consumer while, simultaneously, CSI is being billed for a collateral contact. This is only allowable when at least one of the services do not require that the consumer be present and the progress note documents such.
  - 2. Non-billable activities are those activities or administrative work that does not fall within the Service Definition. For example, confirming appointments, observation/monitoring, tutoring, transportation, completing paperwork, and other administrative duties not explicitly allowed within the Service Guidelines are non-billable activities. Billing for non-billable activities is subject to recoupment.
  - 3. Billing for services that do not fall within the respective Service Definition is subject to recoupment.
  - 4. Diversiory activities are activities/time during which a therapeutic intervention tied to a goal on the individual's treatment plan is not occurring. Diversiory activities which are billed are subject to recoupment. An exception to this includes activities billed as Structured Activity Supports which fall within the service definition.

## 8. EVENT NOTES

In addition to progress notes which document intervention, records must also include event notes documenting:

- A. Issues, situations or events occurring in the life of the individual;
- B. The individual's response to the issues, situations or events;
- C. Relationships and interactions with family and friends, if applicable;
- D. Missed appointments including:
  - i. Documentation and result of follow-up (e.g. date of rescheduled appt.),
  - ii. Strategies to avoid future missed appointments.

# PART III

## *General Policies and Procedures*

### Provider Manual for Community Mental Health and Addictive Diseases Providers

Fiscal Year 2013

DBHDD PolicyStat enables community providers of mental health, developmental disabilities and/or addictive diseases services to have access to all DBHDD policies that are relevant for community services. DBHDD PolicyStat can be accessed online anytime at <http://dbhdd.georgia.gov/policies>. Beginning in April 2012, the placement of policies in DBHDD PolicyStat replaces the policies previously included in the *Provider Manual for Community Mental Health, Developmental Disabilities and Addictive Diseases Providers for the Department of Behavioral Health and Developmental Disabilities*. By virtue of their contract or agreement with DBHDD, providers are required to comply with DBHDD policies relevant to their contracted services and/or according to the applicability as defined in the policy itself.

Additional information about how to utilize DBHDD PolicyStat is included in the following policy: **ACCESS TO DBHDD POLICIES FOR COMMUNITY PROVIDERS, 04-100** which is posted at <http://dbhdd.georgia.gov/policies>



**Georgia Department of Behavioral Health &  
Developmental Disabilities**

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