

COPPER COUNTRY MENTAL HEALTH SERVICES
CLINICAL GUIDELINE
CONTRACT PLACEMENTS OUT-OF-COUNTY
CONTRACT PLACEMENTS WITHIN CATCHMENT AREA

PURPOSE: To establish guidelines to ensure that consumers who receive services in contractual residential placements have Individual Plans of Service and receive service monitoring that meet the standards of CCMHS.

PROCEDURE:

Each consumer who is placed in a contractual setting is assigned a CCMHS case manager/supports coordinator who is responsible to ensure that the Individual Plan of Service is developed and monitored and that other documentation is maintained according to CCMHS standards. Documentation requirements for those persons receiving service in contractual settings is comparable to those who receive service in directly operated residential settings.

INDIVIDUAL PLAN OF SERVICE

Prior to the person-centered planning meeting, the assigned case manager/supports coordinator will contact the person and/or the guardian to complete the pre-planning stage of the person-centered planning process.

All "annual" paperwork must be completed at this time, including Psychosocial Assessments, Level of Functioning Assessments, etc.

If at all possible, the assigned case manager/supports coordinator will attend the person-centered planning meeting in person. If unable to attend in person he/she must participate by phone.

The case manager/supports coordinator will either complete the Individual Plan of Service document using the CCMHS format; or ensure that the person receives an IPOS that meets all CCMHS standards by reviewing the IPOS document developed by the provider. He/she is also responsible to ensure that the consumer or the guardian receive a copy of the plan within

15 business days of the meeting as well as the Adequate Notice and any other documents that may be required (see attached IPOS checklists).

Services must be authorized using the CCMHS standard authorization process.

ONGOING CLINICAL MONITORING

The case manager/supports coordinator is responsible to maintain ongoing contact with the service provider and to ensure that all required clinical documentation is obtained, including but not necessarily limited to assessments, contact notes, medical records, incident reports and other documentation that supports service delivery.

The case manager/supports coordinator will contact the service provider by phone at least monthly and document the contact in a progress note, using the CCMHS format. The case manager/supports coordinator is responsible to ensure that the IPOS is being carried out as planned.

The case manager/supports coordinator or a designee will make an in-person visit to the consumer at least once each year.

ADMINISTRATIVE MONITORING

At least one administrative monitoring visit will occur each year. This visit will be documented using the "Regional Contract Provider Review" form (see attached). It can be completed by a CCMHS staff person or another CMH staff person from the region as long as it is made available to CCMHS.

In addition, an annual Recipient Rights Office visit is required. Again, this can be completed by the CCMHS staff person or a staff person from another CMH as long as the report is made available to CCMHS.

10/20/05

6/6/09

8/11/20