2018 PROGRAM SPECIFICATION

Menu of Providers

 PROGRAM #: 667

STANDARD PROGRAM: Comprehensive Community Services (CCS) TARGET POP: Mental Health

 ACCOUNT #:

 2018 UNITS As Authorized CLIENTS As Authorized ALLOCATION TBD

UNIT DEFINITION: Actuals

FUNDING SOURCE(S): CCS

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HOURS OF SERVICE AVAILABILITY: 5 days per week, 52 weeks per year; holidays excluded.

DEFINITION OF CLIENT POPULATION: Chronically Mentally Ill/Dual Diagnosis Adults

MINIMUM STANDARDS

1. Provider agrees to comply with the following terms and conditions:

 - Standard contract language.

 - Certification standards where applicable.

 - Fiscal and program reporting criteria.

 - Allowable Cost Policy.

 - Audit criteria.

 - Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual.

 - Maintain adequate liability coverage.

 - Recognize that authorization for services is approved by Racine County Human Services Department.

PROGRAM DESCRIPTION:

**Comprehensive Community Services Training**

The Comprehensive Community Services (CCS) Program utilizes additional community resources to deliver the following:

* **Psychotherapy**
	+ Psychotherapy includes the diagnosis and treatment of mental, emotional, or behavioral disorders, conditions, or addictions through the application of methods derived from established psychological or systemic principles for the purpose of assisting people in modifying their behaviors, cognitions, emotions, and other personal characteristics, which may include the purpose of understanding unconscious processes or intrapersonal, interpersonal, or psychosocial dynamics.
* **Individual and/or Family Psychoeducation:**
	+ Services include providing education and information resources about the consumer’s mental health and/or substance abuse issues, skills training, problem solving, ongoing guidance about managing and coping with mental health and/or substance use issues, as well as, social and emotional support for dealing with mental health and/or substance abuse issues as indicated in the consumer’s Service Plan and pre-approved by the Service Facilitator and the Mental Health Professional;
	+ Psychoeducation services may be provided individually or in a group setting to the member or the member’s family and natural supports (i.e., anyone the consumer identifies as being supportive in his/her recovery and/or resilience process) if the services to others is a direct benefit to the consumer. All services must be indicated in the consumer’s Service Plan and pre-approved by the Service Facilitator and the Mental Health Professional.
* **Wellness Management and Recovery/Recovery Support Services:**
	+ Includes empowering the consumer to manage their mental health and/or substance abuse issues by providing the consumer with knowledge and skills necessary to help them make informed decisions regarding their treatment;
	+ Services may include psychoeducation related to “Wellness Management and Recovery/Recovery Support Services,” recovery and/or resilience training, social support building, and coping skills as indicated in the consumer’s Service Plan and pre-approved by the Service Facilitator and the Mental Health Professional.
* **Authorized Units of Service:**
	+ Services are billed as units;
	+ A unit of service is a quarter (1/4) hour.
	+ All units of service must be authorized and approved by the Service Facilitator and the Mental Health Professional.

**PROGRAM REQUIREMENTS:**

The Provider agrees to comply with CCS training in accordance with DHS 36 and adhere to the Racine County CCS Policies and Procedures. In addition, the Provider agrees to provide only authorized CCS services.

The Provider shall provide staff members who have the professional certification, training, experience, and abilities to carry out prescribed duties, as well as, compliance with the caregiver background check and misconduct reporting requirements in accordance with s. 50.065, Stats., and ch. DHS 12, and the caregiver misconduct reporting and investigation requirements in ch. DHS 13.

**Staff Shall:**

* Demonstrate competency in areas of diversity, e.g., race, ethnic identity, religion, language, socio-economic status of the participant and his/her family, family structure, family values, sexual identity, education, spirituality, and perception of disabilities;
* Provide documentation of qualifications, including professional certification, training, experience, interpersonal skills training, and abilities to carry out prescribed duties;
* Supply educational information, back ground checks, and references in accordance with DHS 36(2) (b) and (c);
* Attend CCS trainings as required in DHS 36.12;
* Maintain consumer confidentiality and compliance with HIPAA;
* Attend monthly collaboration;
* Provide only authorized services;
* Complete documentation timely;

All services delivered shall be authorized by the CCS Service Facilitator and the Mental Health Professional. These authorized services shall be provided in diverse and accessible locations, including but not limited to, CCS participants’ homes and various community locations, e.g., neighborhood/community centers, stores, coffee shops, library, etc. All psychosocial rehabilitation services shall be provided in the most natural, least-restrictive manner and most integrated settings practicable, be delivered with promptness, and build upon the natural supports available in the community;

**Required documentation:**

* Documentation of the services shall be timely and included in the service record of the participant under the requirements in DHS 36.18;
* Participant chart will be maintained at Racine County BHS;

Provider shall enter participant contacts in TCM (The Clinical Manager) utilizing computer workstation at RCBHS.

**Rates**:

* PhD: $32.00 per 15-minute unit ($128.00 per hour)
* Master’s: $26.00 per 15-minute unit ($104 per hour)
* Bachelor’s: $15.00 per 15-minute unit ($60 per hour)
* Substance Abuse Counselor: $15.00 per 15-minute unit ($60 per hour)

**Case specific Billable activities**:

* Recordkeeping
* Phone conversations
* Staffing/Case consultation with other CCS program
* Travel

**PROGRAM EVALUATION**

**Comprehensive Community Services Training**

1. The Provider will ensure that confidentiality is maintained and consumer rights are protected.
2. The Provider will make information available about CCS Program, consumer rights, the appeal process and other services that are available to consumers.
3. The Provider will provide assistance with obtaining consumer feedback and consumer satisfaction (ROSI) on an annual basis.
4. The Provider will provide data on functional outcomes.
5. The Provider will provide reports from CCS staff on the results of continuous quality improvement activities that respond to the needs, goals, and/or barriers experienced by individual consumers.

An Evaluation Outcome Report must be submitted to the Racine County HSD Coordinator of Contract Services by 2/1/19.