

Community Mental Health Services Block Grant – System of Care, Program Monitoring

- **System of Care, which includes Community Collaborative and Semi-Annual Report**
- **Documentation Needed From LME-MCO/Provider:**
 - ❖ **Evidence of a contract between LME-MCO and provider for services rendered**
 - ❖ **Intake and screening information**
 - ❖ **Evidence of signed/current MOA between LME-MCO with provider**
 - ❖ **Flyers or brochures**
 - ❖ **Applicable Policies and Procedures**
 - ❖ **Evidence of participation by individual and family member(s)**
 - ❖ **Progress notes**

Community Mental Health Services Block Grant – System of Care, Program Monitoring

- **Documentation Needed:**
 - ❖ **SOC Coordinator documentation on number of outreach efforts (by system category), number of trainings provided (including Child and Family Team trainings, number of CFTs to whom technical assistance is provided, and number of collaborative meetings that are staffed/supported**
 - ❖ **SOC Coordinator documentation regarding outreach, training and technical assistance efforts by family partners or advocates with whom they collaborate**
 - ❖ **Quality Management or Care Coordination or SOC staff policy and procedure for submitting SOC semi-annual reports**

Community Mental Health Services Block Grant - System of Care, Record Review

- **PCP planning process; Referral for Treatment for Trauma, if needed (child only)**
- **Documentation Needed From LME-MCO/Provider:**
 - ❖ **Signed release of information**
 - ❖ **Person-Centered Plan**
 - ❖ **Progress Notes**
 - ❖ **Individual's record**
 - ❖ **Evidence of completed assessment**

Child & Adolescent MH/SUD Clinical Monitoring

- **Focus of Monitoring**
 - Review of LME-MCO policies and procedures to determine if those policies and procedures support the identification of eligible children and their access to appropriate services.
 - The monitoring will consist of a desk review of relevant LME-MCO policies and procedures. LME-MCOs will submit documentation showing evidence of policy/procedures related to nine identified contractual responsibilities.

Child & Adolescent MH/SUD Clinical Monitoring

- **Contract areas to be reviewed with DMH LME/MCO contract source reference in parentheses:**
 - Analysis of data (Section 4.5)
 - Website (Section 4.7)
 - Access, Screening, Triage, and Referral (Section 7.0)
 - Service/Benefit Design and Priority Populations (Section 8.2)
 - Service Definitions (Section 8.3)
 - Care Coordination functions (Section 9.1)
 - Assignment for high risk/high cost children with SED (Section 9.3)
 - Community Relationships and Prevention Efforts (Section 11.1)
 - Natural and Community Supports (Section 11.3)

Child & Adolescent MH/SUD Clinical Monitoring

- **Applicable LME/MCO documentation:**
 - Policy and procedures
 - Plans, processes, survey results
 - Staff handbooks
 - Staff orientation and training curriculum