

Community Recovery Services (CRS) Individual Service Plan Packets

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March 10, 2011

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CRS INDIVIDUAL SERVICE PLAN PACKETS

A cover letter with:

- County/Tribe
- Contact Information
- Applicant's Name
- Date of Birth
- CRS Services Being Requested and Projected Start Date(s)

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INDEPENDENT ASSESSMENT

- Complete, signed and dated
- Evidence of consultation with the individual
- An examination of the individual's relevant history
- Supports the needs, strengths and preferences of the individual

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INDEPENDENT ASSESSMENT

- Must show a need for at least one CRS service
- Independent assessment must be conducted within the last 12 months or as needed/circumstances change significantly
- Requires a face-to-face interview

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PERSON CENTERED PLANNING

- Training offered between 2007 – 2010
- PCP is used to gather information/process
- Assessment Summary

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INDIVIDUAL SERVICE PLAN (ISP)

- Completion of the Service Plan
- Current living arrangement (CBRF, AFH, RCAC), name and the number of beds for which it is licensed
- Include the participant and others he/she chooses
- Include all services - CRS funded services, other MA funded services (CCS, CSP, etc.) and natural supports

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INDIVIDUAL SERVICE PLAN (ISP)

- Separate room and board costs from CLSS service costs
- Do not replace natural supports with paid services
- Do not require natural supports
- Provide information about service providers
- Person and care manager sign the completed ISP
- Give a copy to the person and guardian or legal representative

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CLIENT RIGHTS and GRIEVANCE PROCEDURE

- CRS follows the Mental Health Services procedure
- Brochure is found at:
www.dhs.wisconsin.gov/publications/P2/p20195a.pdf
- Give the individual a copy of the brochure
- Include county grievance contact information

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(ISP) INDIVIDUAL OUTCOMES

- Individual's desired results (goals)
- Reasonable and achievable
- Identify the role of the CRS service provider(s)
- Include all services being provided

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CRISIS PLAN

- Narrative format
- Person's preferences
- Person's safety
- Intense supervision
- Needed and least restrictive supports to remain in the community

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FUNCTIONAL SCREEN (FS)

- Must be dated within 90 days prior to the expected effective date
- Must use MH/AODA or CLTS (Children's) functional screen
- Must reflect eligibility for CRS
- Functional screen information must match the information on the independent assessment
- The assessment, the ISP outcomes and the functional screen must all be consistent and support each other
- Include a full copy of the FS in the packet.

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PROOF OF ELIGIBILITY

- Financial – MA Eligibility – the Member Information Screen
- Non-Financial

Room and Board:

- Formula to determine amount of income available for room and board
- CBRF, AFH, RCAC rate document calculating expenses for a substitute care facility
- CRS will not pay for room and board or related cost

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MA Provider Agreement/Term of Participation

- County/tribe executes an agreement with each CRS provider and maintains a copy
 - Provider Entities – DMHSAS F-00312
 - Individual or Non-specified Provider - DMHSAS F-00312A

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INDIVIDUAL RECERTIFICATION PROCESS

- Must be done at least every 12 months
- Anytime during the anniversary month
- **Not later than one year from the CRS effective date** in the **initial** Approval Letter
- Must always include a face to face interview

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INDIVIDUAL RECERTIFICATION PROCESS

- Packet contains the same forms as the initial packet
- Packet needs to reflect recovery progress and/or new strengths and needs and how they will be met
- The Assessment, Service Plan, Outcomes, Crisis Plan and Functional Screen must all be consistent and support each other

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QUESTIONS?

Please feel free to call or email us with any questions at:

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ADDITIONAL INFORMATION

For additional information, please visit:

http://www.dhs.wisconsin.gov/MH_BCMH/crs/consumer.htm

This website will take you to the ***CRS Individual Service Plan Packet Guidance Home Page***. Here you will find:

- ISP Packet Checklist
- Cover Letter
- ISP and Outcomes (sample)
- CRS Service Definitions
- Independent Assessment
- Crisis Back-Up Plan