

State of Wisconsin
Department of Health Services
Division of Mental Health and Substance Abuse Services

Date: January 31, 2014
DMHSAS Info Memo 2014-01

Index Title: Request for Approval: Comprehensive Community Services (CCS) Regional Service Model

To: DMHSAS Listserv

For: Area Administrators / Human Services Area Coordinators
Bureau Directors/ Program Office Directors / Section Chiefs
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Tribal Chairpersons / Human Services Facilitators

From: Linda A Harris, Administrator
Division of Mental Health and Substance Abuse Services

Subject: Comprehensive Community Services (CCS) and Approval for a Regional Service Model

Document Summary

This memo accompanies form [F-00944](#) in which counties and tribes present information to the Department of Health Services (DHS)-Division of Mental Health and Substance Abuse Services (DMHSAS) in order to have a CCS regional service model approved. Counties and tribes interested in providing CCS and accessing the state payment of the non-federal share of CCS Medicaid costs must complete three steps:

1. Obtain approval for the CCS regional service model from DHS-DMHSAS;
2. Obtain CCS certification from the Division of Quality Assurance (DQA); and
3. Enroll in the Medicaid program and obtain approval from the Division of Health Care Access and Accountability (DHCAA) to bill the Medicaid program for CCS services.

This memo focuses on the first step: obtaining approval of the CCS regional service model from DHS-DMHSAS.

Background

The CCS program is a locally-administered program for persons with mental health and/or substance-use disorders that provides a flexible array of individualized, community-based, psycho-social rehabilitation services authorized by a mental health and/or substance abuse professional per DHS 36.15. The intent of the services and supports is to provide for a maximum reduction of the effects of the individual's mental and substance abuse disorders. The CCS program uses a wraparound model that is flexible, participant directed, recovery oriented, as well as strength and outcome based. The services provided are individualized to each person's need as identified through a comprehensive assessment described in DHS Administrative Code 36, which is available at this link:

https://docs.legis.wisconsin.gov/code/admin_code/dhs/030/36

The Wisconsin 2013-2015 biennial budget (Act 20) provides additional funding for CCS. Act 20 allows DHS to provide the non-federal share of Medicaid operating costs for CCS when delivered in an approved regional service model. This system allows counties and tribes access to the federal and non-federal share of CCS Medicaid program costs.

DHS has identified applicable regional models for counties and tribes to consider as they develop CCS regional programming. There are four regional service models identified at the following link, under the document entitled Regional Service Models:

<http://www.dhs.wisconsin.gov/ccs/expansion/regional.htm>

Steps for CCS Regional Service Model Implementation

Counties and tribes should follow this sequence of steps in order to implement CCS in a regional service model and access the state payment of the non-federal share of CCS Medicaid costs:

1. Submit "Request for Approval: Comprehensive Community Services (CCS) Regional Service Model" Form ([F-00944](#)) to DHS-DMHSAS for review and approval of the CCS regional service model design.
2. Engage in training and/or technical assistance with DHS and submit an application for DQA certification. As applicable, counties and tribes are expected to receive training and/or technical assistance from DHS in advance of submitting a CCS certification application to the Division of Quality Assurance. This step is designed to assure applications for CCS certification are likely to be approved.

Note: Certification requirements are dependent on the regional service model selected. Some counties/tribes may be able to use existing CCS certification in their regional service model. Shared Services regional models need a DQA certification for each county/tribe in the region. Certification questions will be addressed during the provision of technical assistance. The DQA certification process is concluded within 60 days from receipt of a completed application.

3. After DQA certification, counties/tribes need to enroll in the Medicaid program as a CCS provider and obtain approval from the Division of Health Care Access and Accountability to bill the Medicaid program for CCS services. DHCAA will publish additional information for counties/tribes about the Medicaid enrollment process and how to obtain approval to bill the Medicaid program for CCS services.

Instructions for "REQUEST FOR APPROVAL: COMPREHENSIVE COMMUNITY SERVICES (CCS) REGIONAL SERVICE MODEL" Form # F-00944:

DHS-DMHSAS is required to approve each CCS regional service model. DHS-DMHSAS will evaluate regional service models by reviewing information presented in Form [F-00944](#), which includes the following information:

- Description of governance systems for the CCS regional service model, including copies of legal agreements supporting business relationships among providers;
- Description of enrollment and access planning for CCS across the geographic region, including information on how the program will serve children, adults and elders, for mental health and/or substance abuse concerns;
- For Shared Services models, a description of the CCS functions or services that will be shared among partners, identifying efficiencies realizable in the shared services approach; and

- Declarations of intent to cooperate with DHS in program integrity and evaluation processes.

Additional information:

- Please complete all sections of the form. Please answer questions directly and concisely.
- Please give your CCS regional service model (consortium) a unique name.
- DHS-DMHSAS may contact counties/tribes with questions or clarifications on information provided.
- Form [F-00944](#) can be submitted at any time. There is no established due date for requests for approval of CCS regional service models; however, this approval must be completed prior to submitting the application for certification to DQA.
- Counties/tribes may contact DHS to discuss timeframes to initiate the CCS regional model. The time required to complete the three steps identified in this memo will vary based on prior experience with CCS, the regional service model chosen, and the history of working relationships with business partners.
- The earliest date a CCS regional service model could begin operations and receive the state funded non-federal share of CCS Medicaid costs is July 1, 2014.
- DHS-DMHSAS will issue a written decision on the request for approval of the CCS regional service model within 30 days of receipt.

DHS-DMHSAS will provide technical assistance for counties/tribes completing Form [F-00944](#). Based on the number of requests, DHS-DMHSAS may arrange a meeting and/or teleconference to review the CCS regional service model process. Questions on completing the form can be directed to Kenya Bright at Kenya.bright@wisconsin.gov or 608-267-9392.

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