

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

Behavioral Health Homes

Practice Guideline #4

BHH Practice Guideline:

Documentation guidelines for BHH Primary Care Physician Consultants

Guideline Authors:

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Purpose:

Outline the expectations for documenting eligible BHH activities

Effective Date:

10/1/2015

Target Group:

Primary Care Physician Consultant

BHH Director

BHH Admin Support

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Practice Summary:

This practice guideline outlines the expectations for the documentation of all eligible Behavioral Health Home activities performed by the Primary Care Physician Consultant (PC).

Definitions:

PC activities:

- 1. Consultation with Behavioral Health Home team-** Monitoring implementation of the care plan to achieve outcomes consistent with individual needs, strengths and preferences
- 2. Assist in care plan development-** Assisting team to identify and obtain the necessary supports and services to assist individuals to achieve and maintain their highest level of health and success
- 3. Coordination of services with medical staff:**
 - a. Fostering communication with and amongst the individual, her/his providers and her/his identified supports
 - b. Assistance in follow up care and follow through on recommendations
- 4. Instructing or increasing awareness of health conditions or behaviors-** Encourage and support healthy living concepts to motivate adoption of healthy behaviors and promote self-management of health and wellness
- 5. Out of Office-** Sick and vacation time can be reported through this selection. Please do not input duration (minutes) when selecting this option
- 6. Other-** If other is chosen, please specify what activity was being performed in the adjacent cell.

Random Moment Time Study (RMTS): A statistically valid means of determining what portion of time a group of people spend doing different activities.

Expected Steps for Provider Implementation:

- The PC is required to submit the Consultant Tracker on a weekly basis. Each week will start on Sunday at 12am and end on the following Saturday at 11:59pm.
 - a. The PC is required to document activities in minutes.
 - b. Each agency will submit a separate tracker for each PC on the BHH team. Please do not incorporate multiple employees or contractors on one log.
- The Consultant Tracker is submitted via email to lauren.staiger@ct.gov and joann.chen@ct.gov.
- All Private Non-profit PCs (contacted or employed) will be included in the RMTS if they perform BHH billable services. However, State Operated PCs (contracted or employed) will not participate in the RMTS (unless required by a dual role; e.g. Outpatient).

Data and Reporting Requirements or Changes:

- If the PC is consulting with another team member, the BHH team member can enter a billable service (collateral) and the PC can enter the consultation service on the PC Tracker.
- The tracker is to be used to document ONLY indirect care- no direct client care/services should be entered in the tracker.

For Private Non-Profits PCs Only:

- PC service notes may need to be added to the client's record, but should always be non-billable **unless** the PC is in the RMTS and the service met the standards of a BHH service.

For State Operated PCs Only:

- A PC who provides direct client services will not document their time in the Tracker and will not participate in the RMTS. The service will be captured through WITS.



Available Tools/Resources:

Refer to the current annual BHH Consultant Tracker

1.30.17

Version 2