

- MEMORANDUM -

DATE: April 27, 2023

TO: ACBH Specialty Mental Health Services (SMHS) Providers

FROM: Lisa Carlisle, Director, Child and Young Adult System of Care
Torfeh Rejali, Quality Assurance Administrator *Torfeh Rejali*

SUBJECT: Client Care Plans for Intensive Care Coordination (ICC) and Intensive Home Based Services (IHBS), and Therapeutic Behavioral Services (TBS) Referral Form

A memorandum was sent on February 21, 2023 announcing changes to Intensive Care Coordination (ICC) Care Plans and ICC referral requirements, with the goal of streamlining clinical documentation in accordance with the California Advancing and Innovating Medi-Cal (CalAIM) initiative.

This memorandum announces further changes to ICC referral requirements and information about updates to the Therapeutic Behavioral Services (TBS) Referral form. New information includes updated instructions on completing and distributing the ICC/IHBS Child and Family Team (CFT) Client Care Plan and Meeting Minutes form.

Changes to Intensive Care Coordination (ICC) Care Plans:

The recent CalAIM changes related to documentation redesign, described in [BHIN 22-019](#), removed Care Plan requirement for many SMHS services. However, some services, including ICC, continue to require Care Plans.

To reduce the administrative burden on providers and to ensure a coordinated care planning process, ACBH revised the *ICC/IHBS Child and Family Team (CFT) Client Care Plan and Meeting Minutes* (formerly the CFT Meeting Minutes/Assessment/ Family Plan) form to include all of the required components of a Client Care Plan, allowing it to be used by the mental health providers attending the CFT as their established Care Plan going forward. The designated ICC Coordinator, also serving as the ICC/IHBS CFT facilitator, has the primary responsibility for completing this form.

ICC/IHBS Child and Family Team (CFT) Client Care Plan and Meeting Minutes:

Effective immediately, all providers on the CFT shall utilize this revised form as their Care Plan for the client. The *ICC/IHBS Child and Family Team (CFT) Client Care Plan and Meeting Minutes* must be updated during each CFT meeting and a copy of the updated form must be kept in the client's mental health record by each provider participating in the CFT.

See protocols below.





CFT Protocols

The CFT facilitator shall:

- Complete the *ICC/IHBS Child and Family Team (CFT) Client Care Plan and Meeting Minutes* form during the CFT. (Note: New Form Title and Content. Signatures are no longer required.)
- Distribute the completed form to CFT members and appropriate service providers on the client's care team.
- Create a Progress Note in the client's medical record, documenting the content of the CFT meeting and making note of *Section C*. of the determined (and/or updated) goals and objectives.

Other members of the CFT shall:

- Use Section C of the *ICC/IHBS Child and Family Team (CFT) Client Care Plan and Meeting Minutes* to generate a Progress Note outlining the content and outcome of the CFT as well as clearly documenting their role and participation in the CFT meeting.
- In the event that a provider is unable to attend a CFT meeting, the provider shall review the updated *ICC/IHBS Child and Family Team (CFT) Client Care Plan and Meeting Minutes* and document that they did so in a corresponding Progress Note. If the provider has additional feedback regarding the Care Plan, a plan for addressing this should also be documented in the Progress Note.

Changes to ICC Referral Requirements:

Previously, referrals for ICC were made using the ICC Referral Form and providers were encouraged to include their completed assessment along with the form.

Reminder: Effective February 21, 2023, all ICC referrals must include both the (a) ICC referral form and (b) the completed mental health assessment. Although CalAIM has provided some flexibility related to timeframes for completion of assessments, referral to these intensive services should only be made following an assessment that determines the need for these coordinated interventions.

Updates to TBS Referral Form:

Reminder: The TBS form has been updated to include additional demographic information as well as additional details to comply with CalAIM requirements. The criteria for TBS has not changed.

Next Steps:

Please share this information with your teams as appropriate and begin utilizing these updated process.

Additional Information:

We welcome questions and opportunities for clarification at our Mental Health Brown Bag Series. The dates and call in information for these meetings can be found on the [Quality Assurance Training page](#).

For questions or concerns, please reach out to QATA@acgov.org.



Alameda County Behavioral Health Care Services

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