
 <p>alameda county behavioral health</p> <p>SERVICES FOR MENTAL HEALTH & SUBSTANCE USE DISORDERS</p>	<p>By: </p> <p>James Wagner Deputy Director, Alameda County Behavioral Health</p>
<p>POLICY TITLE: AMENDMENT</p> <p>Guidelines and Operational Standards for CANS/ANSA Tools Within the Mental Health System of Care</p>	<p>Policy No: 1601-1-1</p> <p>Date of Original Approval: 10/20/2016 Date of Amendment: 11/06/2018 Date(s) of Revision(s): 11/06/2018</p>

This First Amendment is made by the County of Alameda, Behavioral Health Care Services Agency (BHCS) to amend the Guidelines and Operational Standards for CANS/ANSA Tools within the Mental Health System of Care that was originally approved on October 20, 2016, with respect to the provision of Procedures under Documentation Standards. All edits appear in underlined and bold and all deleted language appears in strike-throughs.

V. Documentation Standards

- a. The CANS/ANSA tools replaced the Community Functioning Evaluation (CFE).
- b. The CANS/ANSA form shall not replace the BHCS approved assessment forms but will supplement the assessment process.
- c. **The PSC-35 is to be completed by the parent/caregiver for clients between the ages of 3-18 years. The PSC-35 follows the same timeline as the CANS.**
- d. The required administration time frames shall be as follows:
 - i. At Opening. The Initial CANS/ANSA must be completed within 60 calendar days of the Episode Opening Date (EOD), but prior to the treatment plan completion. CANS/ANSA scores shall be used to inform the Initial Client Plan.
 - ii. At 6-month mark. A Re-assessment CANS/ANSA must be completed within the calendar month prior to the 6th month of the EOD.
 - iii. At Annual Re-Authorization. A Re-assessment CANS/ANSA must be completed during annual re-authorization timeframe which is within the calendar month prior to the episode opening month.
 - iv. ~~Clinically significant change. Once the Initial CANS/ANSA is completed, staff must re-administer the CANS/ANSA whenever a clinically significant change occurs or need arises. This CANS/ANSA re-assessment could signal the need to update the Client Plan.~~

v. Client Plan Update. Conversely, since the CANS/ANSA is used to inform the Client Plan, the CANS/ANSA must be updated with every Client Plan update.

vi. At Discharge. A CANS/ANSA must be completed prior to closing the case.

Example: Episode Open Date is 3/5/2015

1. At opening – Complete CANS/ANSA within the first 60 calendar days of the EOD (by 5/14/15); prior to completion of the initial Client Plan.
 2. During the month of August (the month prior to the end of the first 6-month cycle)
 3. During the month of February (the month prior to EOD anniversary month)
- e. If a client is transferred from one program/agency to another, the two programs shall work together to ensure that a CANS/ANSA review is completed prior to discharge.
- i. The “transferring” program/agency must complete a Discharge CANS/ANSA prior to closing the case.
 - ii. The “receiving” program/agency must complete Initial CANS/ANSA within 60 days of the EOD, but prior to the treatment plan completion.
- f. The CANS/ANSA document, which is part of the official medical record, shall indicate who administered it. Staff must sign with credentials, required co-signatures and date.
- g. The CANS/ANSA shall be included in a consumer’s chart (medical record). **must be included in the client’s official Medical Record. Completion of this form in the CANS/ANSA monitoring database does not meet this requirement.**
- h. A Progress Note must accompany the completion of the CANS/ANSA, indicate who administered it, and be claimed as either 324-90791 (face-to-face) or 326-90889 (non-face-to-face). If the CANS/ANSA is integrated into the Mental Health Assessment, it must be coded as 323-90791, 565-90792, or 325-90889.
- i. Completion of the CANS/ANSA with the client and/or caregivers may be billed as “assessment” at any point where review and/or update is clinically indicated. The provider should consult the BHCS Clinical Documentation Standards Manual on how to document assessment activities. See the BHCS QA Manual, Section 7 <http://www.acbhcs.org/providers/QA/qamannual.htm>.
- j. **The administration of the PSC-35 is not claimable (providing it to the caretaker). The evaluation of the scores and discussion with the youth and family for its**

incorporation with the CANS (and or MH Assessment) may be billed as an assessment activity.

k. The PSC-35 will also be included in the consumers Medical Record.

Except as otherwise stated herein, the terms and provisions of this First Amendment will be considered to be effective as of the date this First Amendment is executed by the County. Except as expressly modified by this First Amendment, all of the terms and conditions of the policy 1601-1-1 are and remain in full force and effect.

