

Mental Health Services 2009-2010

Definition of Service: Mental Health Services are psychological and psychiatric treatment and counseling services offered to individuals with a diagnosed mental illness, conducted in a group or individual setting, and provided by a mental health professional licensed or authorized within the State to render such services. This typically includes psychiatrists, psychologists, and licensed clinical social workers. (HRSA definition)

Objectives for Service:

- To provide psychological or psychiatric treatment and/or counseling services.
- To ensure that clients have access to quality services through experienced and trained staff.
- To refer to a licensed medical provider for psychotropic medicine management.

STANDARD	MEASURE
Service Standard:	
The client's eligibility for Ryan White Part B services is determined or is in process of determination before services are initiated.	Documentation of the client's eligibility or that the eligibility process has been initiated and is present in the client's record.
A referral by a Ryan White Part B provider is made for initiation of mental health services.	Documentation of the referral or completed referral form is present in the client's record.
The mental health professional must identify the therapeutic framework/model used to provide interventions for the client.	Description of the therapeutic framework/model used must be in the policy manual of the agency and available for review.
Evaluation:	
An initial evaluation must be conducted by a licensed mental health professional prior to the initiation of any treatment.	Documentation of the completed initial evaluation by a mental health professional with signature/credentials and date must be present in the client's record to support mental health diagnosis.
A confirmed mental health diagnosis must be present in the client's record.	Documentation that a mental health professional has confirmed the mental health diagnosis as outlined in the Diagnostic and Statistical Manual (DSM)-IV-TR or most current revision.

Treatment Plan:	
A plan of care (treatment plan) must contain documentation that the client participated in the development of the plan and state the evidenced-based therapeutic intervention to be used. The client is offered a copy of this plan.	Documentation of the treatment plan showing collaboration is present in the client's record, signed and dated by both the mental health professional and the client. If the client declines copy it should be documented in the client's record.
The plan of care must include the following: <ol style="list-style-type: none"> 1) measurable treatment goals 2) measurable time frames for progress and outcomes 3) plan for follow up with client including frequency of visits, intervention, meetings 4) outcome assessment 5) risk reduction to prevent HIV transmission 	Documentation of the plan of care is present in the client's record, signed and dated by both the mental health professional and the client.
Interim notes will be made of all contacts and dates of service with the client.	Documentation of all contacts and dates of service will be present in the client's record, signed and dated.
Psychotropic Drugs:	
The monitoring of psychotropic drugs, when applicable, must be documented in the client's record. Documentation must include assessment of and education on side effects.	Documentation of the client's medication list, assessment for side effects, and education must be present in the client's record, signed and dated by the mental health professional.
Referrals:	
If the mental health professional is unable to meet the needs of the client, a referral will be made to an appropriate mental health professional or to other necessary services.	Documentation of this referral and completion of the referral will be present on the client's record.
The mental health professional discusses available support service with the client and makes appropriate referrals.	Documentation of this discussion and referrals made, along with follow up that appropriate outcomes occurred, must be in the patient's record.
Reassessment:	
The plan of care must be reassessed every 90 days .	Documentation of the reassessment must be present in the client's record, signed and dated by both the mental health professional and the client, a minimum of every 90 days . The plan of care may be reassessed sooner if needed.
Discharge:	
The mental health professional and client should discuss plans for discharge after treatment goals are reached or services are no longer needed.	Documentation of the discharge plan must be present in the client's record, signed and dated by the mental health professional and the client.

Qualifications:	
All mental health professionals possess and maintain current licenses as required by the Commonwealth of Virginia.	Copies of current licenses are maintained in the personnel files and are available for review. It is also available electronically at the Virginia Department of Health Professions website: www.dhp.virginia.gov
Annual Training Requirement:	
1) All licensed mental health professionals must complete 2 hours of continuing education related to HIV/AIDS treatment or care annually.	Documentation of completion of the continuing education must be kept in the licensed mental health professional's personnel file and be available for review.
Third Party Payer:	
When the agency is a third-party provider, the subcontractor maintains a client record to provide adequate documentation on the record for accountability of mental health services.	At a minimum a third-party payer's record must contain: <ol style="list-style-type: none"> 1) Referral 2) Initial assessment with mental health diagnosis 3) Individualized treatment plan 4) Notes of all contacts and dates of service with the client 5) Reassessment of treatment plan 6) Referrals and follow-ups 7) Discharge plan 8) All reports must be signed and dated
Qualifications (Third-Party):	
All third-party mental health professionals possess and maintain current licenses as required by the Commonwealth of Virginia.	Copies of current licenses are maintained in the personnel files and are available for review. It is also available electronically at the Virginia Department of Health Professions website: www.dhp.virginia.gov
Annual Training Requirement:	
All licensed mental health professionals must complete 2 hours of continuing education in HIV/AIDS annually.	Documentation of completion of the continuing education must be kept in the licensed mental professional personnel file.