

To: Mental Health System of Care Providers

Date: 6/23/17

From: Steve Jones, LCSW, QM Program Manager

Re: New Evidence Based Practice (EBP) Indicators for Performance Improvement Project (PIP) and the Child Family Team Meeting

Effective: July 3, 2017

I. EBPs for PERFORMANCE IMPROVEMENT PROJECT (PIP) – CYF SYSTEM OF CARE

Under federal regulations, and by the direction of the External Quality Review Organization, Mental Health Plans (MHPs) are required to have a Clinical Performance Improvement Project (PIP).

The CYF System of Care is currently conducting a PIP on the efficacy of therapeutic homework assignment/completion and its relation to improved treatment outcomes. To that end, BHS is collecting data regarding the assignment and completion of therapeutic homework. CYF Programs are expected to enter therapeutic homework assignment/completion EBP indicators when entering services in CCBH.

Recent Activities

Considering the potential positive impact of homework on client outcomes, BHS administered a systemwide baseline survey of homework utilization in 2016, and piloted a series of interventions with staff from a selected program to enhance the use of therapeutic homework as part of a two-year PIP.

What It Means for Staff

While a question about homework utilization has already been added to the Medical Record Review, the addition of the homework utilization tracking mechanism in CCBH is the next step to enhance the quality of therapy services in the system. The goal is to offer trainings on the use of homework systemwide and to continue to use the data fields to monitor the intervention.

For more information, please see the informational handout on Enhancing Services through Effective Utilization of Therapeutic Homework that is available on the Technical Resource Library at http://www.sandiegocounty.gov/hhsa/programs/bhs/technical_resource_library.html (Section 3).

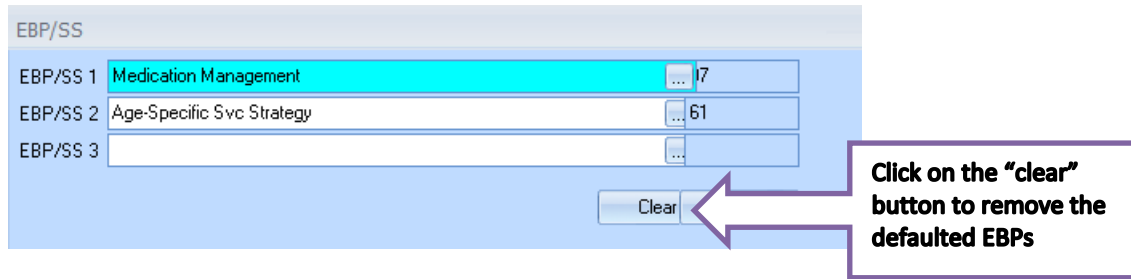
Two New EBP Indicators for Therapeutic Homework PIP

- 1. ID 90 = Homework Assignment Given
- 2. ID 91 = Homework Assignment Completed

Recording the Therapeutic Homework

When therapeutic homework is assigned and/or completed in the course of a mental health service, the clinician shall record the designated EBP when entering the service detail in the service Entry Screen. The therapeutic homework field shall only be used by Masters-level or higher clinicians (including but not limited to Masters-level Trainees and Interns).

When entering the EBP, staff will see that there are defaulted values in those fields. Staff will “clear” all the defaulted values, and then enter the appropriate EBP indicator for homework. When entering, it is important to remove the defaulted indicators first, and then enter the EBP for homework.



II. CHILD FAMILY TEAM MEETING – CYF SYSTEM OF CARE

Recording the Child Family Team Meeting for Pathways to Well-Being

BHS is collecting data on when the required Child Family Team meeting is conducted (minimum every 90 days) for Pathways to Well-Being clients. CYF Providers shall enter the **Child Family Team Meeting** in the EBP service encounter section when it is conducted as part of a mental health service.

One New Indicator for Child Family Team Meeting

- 1. ID 92 = Child Family Team Meeting (for Pathways to Well Being)

When entering the EBP, staff will see that there are defaulted values in those fields. Staff will “clear” all the defaulted values, and then enter the appropriate EBP indicator for Child Family Team Meeting. See above.

EXAMPLE OF SERVICE ENTRY SCREEN

The screenshot shows a software window titled "Enter/Edit Client Service". It contains several sections of data entry fields:

- Client Information:** Client (text field), Form # (text field), Date: 05/18/2017 (calendar icon).
- Unit and SubUnit:** Unit: TRAINING UNIT (dropdown), 9900; SubUnit: TRAINING SUBUNIT (dropdown), 9901.
- Assignment:** Loaded Assignment for Unit/SubUnit: 9900/9901 (text field), Create Single Contact (checkbox).
- Server and Supervisor:** Server (text field), Supervisor (text field), Collateral Servers? (checkbox), No Collateral Servers for this Service (text).
- Service Details:** Service: PSYCHOTHERAPY - INDIVIDUAL 30 (dropdown), 30; Lab (text field).
- Time and Quantity:** Service, Travel, Documentation (rows with Start, Duration, Stop columns); Days, Quantity, Participants, Fee (text fields).
- Assignment Options:** Provided To: Client (dropdown), C; Provided At: Office (dropdown), A; Contact Type: Face to Face (dropdown), F; Billing Type (dropdown).
- Buttons:** EBP/SS (button), Diagnos... (button), Save (button), Clear (button), Canc... (button).

Click on the EBP/SS button and the EBP entry screen will appear. Enter the appropriate EBP ID(s).

When homework is assigned and/or completed or when a Child Family Team Meeting is conducted, staff will enter the EBP ID in the field(s).

NOTES FOR NEW DATA INDICATORS ENTERED INTO THE EBP TABLE

1. All EBPs are identified for each program and entered in the Sub-Unit Table. Therefore, when you click on the EBP/SS button in the service entry screen, the fields will already contain the EBP that was set up in the Sub-Unit table.
2. When entering the Homework EBPs, staff may enter the EBP ID in any of the three EBP/SS fields. Staff shall "clear" all defaulted EBP(s) and enter any of the three new EBPs in those fields. The EBPs can be entered in any order.
3. There must be at least one EBP listed for the service.

4. If there was no Child Family Team Meeting, no homework assigned, or no homework assignment completed as part of the mental health service, staff will skip the EBP fields. No entry is needed.
5. When assigning and/or following up on completion of homework, please document the details in the progress note.
6. When entering services for the “Provided To” field, the current indicator of **T – Child Family Team** will be removed/inactivated as the CFT Meeting will now be entered as an EBP in the Service Entry Screen.
7. Individual and Group Services may be entered through the Clinicians Home Page and through the Individual and Group Service Maintenance views.

Please direct any questions and/or comments to the QI Matters mailbox: QIMatters.HHSA@sdcounty.ca.gov