	Mississippi Department of Mental Health
	Provider Bulletin
	Number IO0052

Subject: Population Specific Forms in the DMH Record Guide	**Issue Date**: January 22, 2016
	Effective Date: January 22, 2016

Scope

All DMH Certified Providers of IDD Waiver and IDD Non-Waiver Services

Purpose

Inform all DMH Certified Providers of IDD Waiver and IDD Non-Waiver Services of the status of population specific forms in the *DMH Record Guide for Mental Health, Intellectual/ Developmental Disabilities and Substance Abuse Community Service Providers*.

Clarify implementation expectations of IDD Waiver and IDD Non-Waiver forms in final format and outline possible changes to IDD Forms that remain in revision.

Background

The *DMH Record Guide, 2015 version* was released by Provider Bulletin IO0046 on August 7, 2015; however, many forms included in this document remain under revision. The timeline for provider implementation of the *DMH Record Guide, 2015 version* has not been finalized. DMH has requested that Certified Providers not implement any further changes to documentation until the final versions of both the DMH Record Guide and the DMH Operational Standards are issued and effective. If providers have already implemented forms that are in the final format, then the provider should continue to use those forms; however, no forms that are still under revision should be implemented.

Subject

DMH has developed the attached document to clarify the status (New, In Revision or Final) of each Record Guide form that may be used by IDD Waiver and IDD Non-Waiver providers. Information provided for each form in the Record Guide includes;

New Forms
- IDD Services that will use the form
- When the form is completed by staff during service delivery
- Ongoing update requirements
- DMH expectation for implementation of the form

Forms in Revision
- Proposed changes to the form
- IDD Services that will use the form
- When the form is completed by staff during service delivery
- Ongoing update requirements
- DMH expectation for implementation of the form

Forms in Final Format
- IDD Services that will use the form
- When the form is completed by staff during service delivery
- Ongoing update requirements
- DMH expectation for implementation of the form

As stated previously, if providers have already implemented forms that are in the final format, then the provider should continue to use those forms; however, no forms that are still under revision should be implemented.

All proposed changes to the DMH Record Guide will be released for public comment before an effective date is issued and monitoring timelines are determined. As has been the practice when revisions are made, DMH will not begin reviewing providers based on changes until adequate time for implementation has passed.

*** End of Provider Bulletin***

IDD Waiver and IDD Non-Waiver Services

New Forms

IDD Services- Section H

IDD Waiver Activity Support Plan

Who uses it:	IDD Waiver Services
When:	Developed with the person and/or legal representative after development of PSS
Updates:	Reviewed or Revised as needed but at least annually
Implementation:	Implementation currently required effective October 1, 2015 (Provider Bulletin IO0049)

Justification for Behavior Support Services

Who uses it:	IDD Waiver Behavior Consultant
When:	Completed at the time of request and submitted to Support Coordinator with Functional Behavior Assessment and Behavior Support Plan
Updates:	
Implementation:	After effective date of the Record Guide

Administrative Information- Section J
Staff Verification of Training on Suspected Abuse or Neglect Reporting Requirements

Who uses it:	Signed by all staff of every certified agency
When:	Signed during orientation, before service delivery and maintained in the staff personnel record
Updates:	Updated if training is repeated or new training is provided
Implementation:	After effective date of the Record Guide

Record Guide Forms Currently In Revision:

All Records- Section B

Face Sheet

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Completed during the admission process
Updates:	Updated as needed but at least annually
Implementation:	After effective date of the Record Guide

Trauma History

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	IDD Non-Waiver Services only if also receiving Mental Health Services
When:	Completed during the admission process according to specific service requirements
Updates:	
Implementation:	After effective date of the Record Guide

Medication/ Emergency Contact Information

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Completed from information gathered during the admission process
Updates:	Updated as medications are added or discontinued or if contact information changes, at least annually
Implementation:	After effective date of the Record Guide

Individual Service Plan

Proposed Changes:	Changes described in Provider Bulletin IO0050, no further changes expected
Who uses it:	IDD Non-Waiver Services
When:	Completed according to specific service requirements
Updates:	Must be reviewed and/or revised when goals or objectives are achieved or as needs of the individual change. Timelines for renewal are determined by service but at least annually
Implementation:	After effective date of the Record Guide

IDD Services- Section H

Behavior Support Plan

Proposed Changes:	Removed requirement for approval of Behavior Services Oversight Team; Removed requirement for plan to indicate the total number of hours necessary
Who uses it:	IDD Waiver Behavior Consultants
When:	Completed within 30 days of the completion of the Functional Behavior Assessment and submitted to Support Coordinator with Functional Behavior Assessment and Justification for Behavior Support Services
Updates:	
Implementation:	After effective date of the Record Guide

Functional Behavior Assessment

Proposed Changes:	Removed requirement for approval of Behavior Services Oversight Team; Removed requirement for assessment to indicate the total number of hours necessary, added recommendation section, Change to submission process and timelines
Who uses it:	IDD Waiver Behavior Consultants
When:	Completed within 90 days of approval for the Functional Behavior Assessment and submitted to Support Coordinator with Behavior Support Plan and Justification for Behavior Support Services
Updates:	
Implementation:	After effective date of the Record Guide

Behavior Support Quarterly Report

Proposed Changes:	Removed requirement that it be submitted to BIDD, removed requirement for approval of Behavior Services Oversight Team, removed requirement for charts and allows narrative descriptions, added next steps section
Who uses it:	IDD Waiver Behavior Consultants
When:	Completed at the end of each three months of service And submitted to the Support Coordinator by 15th of the month following the month it is completed
Updates:	
Implementation:	After effective date of the Record Guide

IHNR Service Note

Proposed Changes:	Revised language
Who uses it:	IDD Waiver In-Home Nursing Respite Services
When:	Completed during service provision A new note is completed daily
Updates:	
Implementation:	After effective date of the Record Guide

IHNR Service Agreement

Proposed Changes:	Revised language
Who uses it:	IDD Waiver In-Home Nursing Respite Services
When:	Reviewed and signed prior to or at the time service begins
Updates:	Reviewed and signed annually
Implementation:	After effective date of the Record Guide

HCS Service Agreement

Proposed Changes:	Updated Language
Who uses it:	IDD Waiver Home and Community Supports
When:	Reviewed and signed prior to or at the time service begins
Updates:	Reviewed and signed annually
Implementation:	After effective date of the Record Guide

ID/DD Waiver Request for Additional Crisis Intervention Services 24/7

Proposed Changes:	Removed requirement for approval of Behavior Services Oversight Team
Who uses it:	IDD Waiver Crisis Intervention Services
When:	Completed at the time of request and submitted to Support Coordinator for submission to BIDD for review
Updates:	
Implementation:	After effective date of the Record Guide

ID/DD Waiver Request for Crisis Intervention Services

Proposed Changes:	Removed requirement for approval of Behavior Services Oversight Team, combined request for days and hours into a single form
Who uses it:	IDD Waiver Crisis Intervention Services
When:	Completed at the time of request and submitted to Support Coordinator for submission to BIDD for review
Updates:	
Implementation:	After effective date of the Record Guide

ID/DD Waiver Request for Additional Crisis Support Services

Proposed Changes:	Removed requirement for approval of Behavior Services Oversight Team
Who uses it:	IDD Waiver Crisis Support Services
When:	Completed at the time of request and submitted to Support Coordinator for submission to BIDD for review
Updates:	
Implementation:	After effective date of the Record Guide

ID/DD Waiver Request for Additional Behavior Support Services

Proposed Changes:	Removed requirement for approval of Behavior Services Oversight Team
Who uses it:	IDD Waiver Behavior Consultant
When:	Completed at the time of request and submitted to BIDD for review with most recent Quarterly Review Report
Updates:	
Implementation:	After effective date of the Record Guide

Finalized Record Guide Forms

All Records- Section B

Consent to Receive Services

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Signed at admission before services are provided
Updates:	Signed annually
Implementation:	After effective date of the Record Guide

Rights of Individuals Receiving Services

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Informed of and signed at admission before services are provided
Updates:	Signed annually
Implementation:	After effective date of the Record Guide

Acknowledgment of Grievance

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Signed to acknowledge receipt of the procedures at admission before services are provided
Updates:	Acknowledge receipt annually
Implementation:	After effective date of the Record Guide

Consent to Release/Obtain Information

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Fully completed before any information can be released, exchanged or obtained
Updates:	Only applicable to the described event or timeframe
Implementation:	After effective date of the Record Guide

Individual Crisis Support Plan

Who uses it:	IDD Non-Waiver Services
When:	Completed as part of the Individual Service Plan, Timelines determined by service
Updates:	Updated as needed, Timelines determined by service
Implementation:	After effective date of the Record Guide

As Needed- Section C

Serious Incident Report

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Completed after a Serious Incident occurs. Reported to DMH within 8 or 24 hours determined by Standard 15.1 or 15.2
Updates:	
Implementation:	Implementation currently required effective January 1, 2013 (Provider Bulletin PR015)

Medical Examination

Who uses it:	Required for IDD Wavier and IDD Non-Waiver Supervised Living Services
When:	Completed not more than 30 days before admission or within 72 hours of admission, new document with each exam
Updates:	
Implementation	After effective date of the Record Guide

Documentation of Healthcare Provider Visit

Who uses it:	Required for IDD Waiver and IDD Non-Waiver Supervised Living Services but can be used by any service provider to document access to routine healthcare
When:	Completed each time an individual interacts with a healthcare provider, new document with each interaction
Updates:	
Implementation	After effective date of the Record Guide

Self-Administration Medication Log

Who uses it:	IDD Waiver and IDD Non-Waiver Services Day Programs and Supervised Living
When:	Completed at the time medication is taken by the individual
Updates:	Documentation is added to the form with each self-administration
Implementation	After effective date of the Record Guide

Telephone/ Visitation Agreement

Who uses it:	IDD Waiver and IDD Non-Waiver Supervised Living Services
When:	Completed upon admission or readmission to services
Updates:	Reviewed or updated at the request of the individual
Implementation	After effective date of the Record Guide

Search and Seizure Report

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Completed when any provider conducts a search of an individual and/or their possessions and/or space, new document at each search
Updates:	
Implementation	After effective date of the Record Guide

Physical Escort Log

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Completed when an individual is physically escorted away from a service or living area due to inappropriate behavior, new document with each intervention
Updates:	
Implementation	After effective date of the Record Guide

Time Out Log

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Completed when an individual is placed in time out due to inappropriate behavior, new document with each intervention
Updates:	
Implementation	After effective date of the Record Guide

Service Termination/ Change Summary

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Completed when an individual transfers between services or between staff within an agency, new document completed with each occurrence of change
Updates:	
Implementation	After effective date of the Record Guide

Provider Discharge Summary

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Completed when an individual is discharged from an agency, new document completed with each discharge from an agency
Updates:	
Implementation	After effective date of the Record Guide

IDD Services – Section H

IDD Activity Plan

Who uses it:	IDD Community Support Plan (1915 i) and IDD Non-Waiver Services; Supported Employment, Work Activity, Early Intervention, Supported Living and Supervised Living
When:	Completed within 30 days of admission to the service
Updates:	Reviewed and/or revised as needed but at least annually
Implementation	After effective date of the Record Guide

IDD Service Note

Who uses it:	IDD Waiver and IDD Non-Waiver Services that do not have a service specific note (IHNR, Crisis Intervention)
When:	Completed the day services are provided with the frequency required by each service, multiple notes can be on the same page with a new note completed with each staff or individual activity
Updates:	
Implementation	After effective date of the Record Guide

IDD Waiver Service Authorization

Who uses it:	IDD Waiver Support Coordination Services
When:	Support Coordinators will issue within 5 days of receipt of the approved initial certification/ recertification request. Providers must sign and return within 10 days
Updates:	Recertified as needed but at least annually. Support Coordinator will send an updated Service Authorization within 5 days of receipt, Providers must sign and return within 10 days
Implementation	After effective date of the Record Guide

IDD Employment Profile

Who uses it:	IDD Waiver and IDD Non-Waiver Supported Employment Services
When:	Completed within 30 days of enrollment in a Supported Employment program
Updates:	Updated if an individual loses/ changes jobs
Implementation	After effective date of the Record Guide

IDD Waiver Job Discovery Profile

Who uses it:	IDD Waiver Job Discovery Services
When:	Completed within 3 months from the date of referral to the Job Discovery provider
Updates:	
Implementation	After effective date of the Record Guide

IDD Request for Behavior Support and/or Crisis Support Services

Who uses it:	IDD Waiver Services
When:	Completed and submitted by Support Coordination with the input of chosen Behavior Support or Crisis Support provider when service is requested, new document with each request
Updates:	
Implementation	After effective date of the Record Guide

IDD Waiver Medical Verification for Behavior Support/ Crisis Intervention Services

Who uses it:	IDD Waiver Behavior Support and Crisis Intervention Services
When:	Completed by a licensed physician or nurse practitioner during the Behavior Support evaluation process or within 10 days of the provision of Crisis Intervention Services, new document with each assessment
Updates:	
Implementation	After effective date of the Record Guide

IDD Waiver Crisis Intervention Plan

Who uses it:	IDD Waiver Crisis Intervention Services
When:	Developed within 5 days of service provision or referral to service, new plan with each request for intervention
Updates:	
Implementation	After effective date of the Record Guide

IDD Waiver Crisis Intervention Daily Service Note

Who uses it:	IDD Waiver Crisis Intervention Services
When:	Completed during 24/7 service provision, information added as service is delivered
Updates:	
Implementation	After effective date of the Record Guide

IDD Waiver Crisis Intervention Log- Episodic

Who uses it:	IDD Waiver Crisis Intervention Services
When:	Completed each time services are provided less than 24/7, new log completed with each intervention
Updates:	
Implementation	After effective date of the Record Guide

Administrative Information – Section J

Disaster Preparedness and Response Guidance

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Guidance used to develop agency COOP and program Disaster Plans
Updates:	
Implementation	After effective date of the Record Guide

Disaster, Fire and COOP Drills for All Programs

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Disaster drills conducted and documented quarterly, Fire drills conducted and documented monthly for Supervised Living Services and quarterly for all day programs, COOP drills must be conducted and documented at least annually, new document with each drill
Updates:	
Implementation	After effective date of the Record Guide

DMH Plan of Compliance

Who uses it:	IDD Waiver and IDD Non-Waiver Services
When:	Completed and submitted as required by the DMH Written Report of Findings cover letter, new document with each Written Report of Findings issued
Updates:	
Implementation	After effective date of the Record Guide