

Mental Health Workflow

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Youth status	Assessment and screening	Timely provision/referral for service	Follow up standards for therapy, medication	Documentation standards and care coordination expectations.
New CINC Entering care or re-entering care	PPM 5030 assessments based on age within 20 days of entering care. Results, date, screener name and screen itself shall be in youth record.	Child Welfare Case Management Providers (CWCMP) are expected to initiate or ensure foster parent/ placement initiate Community Mental Health Center (CMHC) appropriate mental and behavioral health provider service within 1 business day of an identified need. This process means for a CMHC the youth will be physically present 2 days in a row for a telephone, virtual, or in person appt at which the CWCMP or foster parent will also be present to aid in information needed to assess risk and initial evaluation. If there are no clear Mental or Behavioral health needs at entry into care, CWCMP providers will provide access to service within 1 business day of completing a screen indicating need for services. For service provision which is not a CMHC the expectation is that the CWCMP will initiate the referral process or process needed to obtain services within 1 business day of the identified need.	Services indicated from evaluation should be provided by CMHC within 10 business days from the date the request is made. Services are defined as all routine outpatient clinical services such as medication management, case management, and therapy. Services should be maintained at a therapeutic timeline as determined by the disposition of the individual. Initial medication evaluation shall occur within 10 calendar days and all follow-up evaluation to occur as deemed by disposition of the individual. CWCMP and foster care providers shall coordinate with mental and behavioral health provider to ensure timeliness of service outlined by federal standards of Certified Community Behavioral Health Clinics (CCBHC) certification.	CWCMP and foster care providers shall coordinate with mental and behavioral health provider to ensure timeliness of service outlined by federal standards of CCBHC certification. All information requested through the Universal Packet, during intake, or as part in care coordination should be provided as soon as possible generally within 10 business days. Communication should be returned within 48 hours.
While in care:	N/A for initial screens.	If a new mental health or behavioral health concern presents itself the concern will be assessed by initiating an appointment by CWCMP or foster care provider for assessment within 1 business day which will be scheduled by CMHC within 10 business days. If a youth has a placement change the CWCMP will notify the CMHC within 1 business day of the placement change indicating if services should be maintained virtually or in person or if the youth will have services set up in a new service area.	CWCMP and foster care providers shall coordinate with mental and behavioral health provider to ensure timeliness of service outlined by federal standards of CCBHC certification.	Any new possible concerns should be documented in youth record and followed up with action taken to assessment need and service and the final action taken to address need or if no action needed. Note if a youth refuses services recommended the CWCMP must document continued attempts to discuss with youth.



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