

## Sample Form Certification Requirements Tracking Summary

	<b>Time Frames</b>	<b>Who Tracks</b>	<b>IHBT Rule</b>	<b>How/What</b>
<b>Standards</b>	Ongoing	IHBT Supervisor	F (1-10); (See standards tracking sheet)	Accreditation; Agency monitored; Part of QI process
<b>Training &amp; Competencies</b>	Initial Assessment; Twice yearly IHBT-related trainings	IHBT Supervisor; Human Resources	H (2); I; J	Initial assessment of training needs in personnel file  Ongoing tracking of IHBT-related trainings
<b>Outcomes</b>	See Rule Appendix A	IHBT Supervisor	See Rule Appendix A	Ohio Outcomes submission process; and IHBT additional outcomes submission to IHBT Web Site
<b>Staff Credentials</b>	Date of Hire; changes to credentials	IHBT Supervisor; Human Resources	See IHBT rule: Q (1-4)	Filed and updated at agency
<b>Supervision</b>	Ongoing weekly	IHBT supervisor	See IHBT rule G (1-3)	Supervision tracking sheet
<b>Eligibility</b>	All new cases	Independently licensed IHBT personnel	(E) 1,2,3	Internal chart audits
<b>LOS</b>	Not to exceed 6 months LOS	Supervisor and IHBT staff	F (9)	Continuing care review; Internal QA

## Sample Form

### IHBT Program Readiness Checklists and Worksheets

IHBT Certification Requirements	Completed
ODMH Certification in CPST, Behavioral Health Counseling and Therapy, Mental Health Assessment	
Accreditation by COA; CARF; JCAHO (Oct. 1, 2006 must be deemed)	
IHBT programs should be operational for 6 months prior to accreditation	
Letter to Certification Department (Karen Beardman) at ODMH requesting to add new service	
Development & submission of policies and procedures and service description reflecting IHBT standards	
Ongoing certification: meet standards and outcome thresholds	

Staff Training Requirements	Completed
Process and procedure for individual staff training assessments	
Documentation of competencies (Human Resources); Staff training grid with each competency/training area listed	
IHBT-related training twice yearly	

Hiring	Decision
Credentials (Masters vs. Bachelors)	
Staffing size of program (minimum of 2 FTE)	
Competencies (e.g. crisis intervention training)	

IHBT Standards Tracking	Form(s)
Intensity (3 hours; 2 separate face to face; 1 contact with youth or family)	Documentation ; MACSIS
Location (No more than 25% of service time is provided in office setting)	Documentation; MACSIS location code
Caseload per FTE (Averages 8 or less over any 6 month period; can't exceed 10 at any point in time)	Supervisor tracking
Crisis Availability and Response (24/7 IHBT team availability)	Written procedures: job description <ul style="list-style-type: none"> <li>• Develop on-call procedure for program to be reached 24/7; protocol for face-to-face contact as needed; including timeframe for response.</li> <li>• Job description expectations to this standard.</li> </ul>
Safety Planning (Evidence of risk assessment and safety plan in ICR)	Develop IHBT safety plan form
Time-limited (6 months LOS; continued stay review every 45 days after)	Supervisor LOS tracking; Continued stay form & policy
Strength-based	Documentation
Collaboration	Documentation
Supervision hours: (2 hours weekly)	Supervision log

## IHBT Program Readiness Checklists and Worksheets (con.)

<b>Community Education and Public Relations</b>	<b>Date Completed</b>
Process for educating community and referral sources (public education): Juvenile Justice; Child Welfare; Schools; etc	

<b>Outcomes Management Readiness</b>	<b>Date Ready</b>
Data collection system: Hardware and Personnel	
Process for Data Collection, Entering and Submission	
Data and Outcomes Tracking: ensuring timely completion and submission of all required outcomes and fidelity components	
The agency shall be able to provide evidence that outcomes data are being used in treatment planning.	

<b>Quality Assurance</b>	
Agency must demonstrate that IHBT consumer outcomes are used for IHBT performance improvement: CQI management feedback loop	
Fidelity and standards monitoring (including compliance with IHBT Standards)	
Outcomes and threshold monitoring	
Continuous quality improvement process	
Supervisory caseload management and clinical oversight	

<b>Clinical Readiness</b>	
Program offers a mix of clinical services including: individual and family therapy, case management, crisis response	
Development of crisis response plan and mechanism; On-Call Procedures	
Tools for risk assessment and safety planning; Safety Plan document	
Developing links to systems of care in the community (cluster; FCFC)	
Procedures for aftercare	

<b>Medicaid /MACSIS Readiness/Documentation</b>	
Uniform Cost Report – (Training business staff: cost reporting)	
MIS data system ready	
Program financial feasibility and sustainability: Management, tracking, projection tools	