



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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Memorandum

To: Master Contract Providers

HPAC Providers (Level 2)

From: Kyree Klimist, ACBHCS Quality Assurance Associate Administrator

Date: September 3, 2014

RE: **Annual Assessment and Annual Treatment Plan Conversion**

Quality Assurance has received numerous inquiries about the conversion of charts from a bi-annual Treatment Plan cycle to an Annual Treatment Plan cycle. The following will provide clarification on the conversion:

- All charts opened in August 2014 or later require a full Annual Assessment and year-long Treatment Plan.
- Because the QA Department distributed the Annual Memo announcing this change on July 22, 2014, there may have been insufficient time for Providers to respond to the new requirement for charts with episode opening dates in the month of August (2013 and prior years.) For providers who were unable to meet the new requirement due to time constraints, charts opened in August (2013 and prior years) may remain on a 6-month Treatment Plan and convert to an Annual Assessment and Year-Long Treatment Plan in July 2015.
- All existing charts with an Episode Opening Date (EOD) during the month of September and later require a full Annual Assessment and a year-long Treatment Plan.

All charts convert to a full Annual Assessment and a year-long Treatment Plan when they enter their anniversary episode opening month (EOM). Thus, the full Annual Assessment and year-long Treatment Plan must be completed in the month prior to this EOM. As a reference in case of County or State audit we suggest you insert this document into each chart when for the next cycle or two until the chart converts to an Annual Assessment and year-long Treatment Plan and check off which example is applicable.



Example A: Episode Opening Date: November 2, 2011:

- **The chart is due for its annual Assessment and Annual Treatment Plan.**

Rationale: Because the EOD is in November, in November of 2014, this chart will convert to an annual cycle and require a full Annual Assessment and a year-long Treatment Plan. In this example, the chart is currently in the midst of its second 6-month Treatment Plan Cycle.

Cycle	Beginning Date	End Date	Documents Necessary
6-month Cycle	11/2/13	4/30/14	Complete 6-month Treatment Plan with 4 Key Assessment Items
6-month Cycle	5/1/14	10/31/14	Complete 6-month Treatment Plan with 4 Key Assessment Items
First Annual Cycle	11/1/14	10/31/15	Complete Full Assessment & Year-Long Treatment Plan

Example B: Episode Opening Date: April 15, 2011:

- **The chart is due for its 6 month update.**

Rationale: Because the EOD is in April, in April 2015, this chart will convert to an annual cycle and require a full Annual Assessment and a year-long Treatment Plan. In this example, the chart is currently in the midst of its first 6-month Treatment Plan cycle. In October 2014, it will require one last 6-month Treatment Plan Cycle.

Cycle	Beginning Date	End Date	Documents Necessary
6-month Cycle	4/15/14	9/30/14	Complete 6-month Treatment Plan with 4 Key Assessment Items
6-month Cycle	10/1/14	3/31/15	Complete 6-month Treatment Plan with 4 Key Assessment Items
First Annual Cycle	4/1/15	3/31/15	Complete a Full Assessment & Year-Long Treatment Plan

If you have questions, please contact the Quality Assurance Office, QAoffice@acbhs.org, or via phone at 510.567.8105.