



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
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## Memorandum

To: All Providers  
From: Kyree Klimist, MFT, QA Associate Administrator  
Date: October 15, 2014  
RE: Plan Development and Plan Monitoring

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As a result of ongoing questions and/or concerns by providers regarding billing services for Plan Development, effective immediately, ACBHCS – QA has decided to expand the definition of Plan Development to include plan monitoring activities.

The Quality Assurance Office has consulted with other counties in the state to determine the standards most likely to pass audit and meet the best standards of practice. The following is the result of that research.

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### **Plan Development and Plan Monitoring**

Plan Development is defined as a service activity that consists of development of client plans, approval of client plans, and/or *monitoring and recording* of a client's progress towards their mental health objectives.

A service meets the requirement for plan monitoring if it contains the following elements, which must be clearly documented in the client chart:

1. *Document the event that triggered the clinical indication for monitoring e.g. change in behavior, symptoms, impairments, etc., or the circumstance, such as a child has a marked change in behavior at school and has become increasingly aggressive; or an adult client serviced by a clinical interdisciplinary team has recently been released from the hospital.*
2. *Document the progress of the client as it relates to the event or circumstance e.g. client's behavior, symptoms, impairments are worse, better, no change – again, relating it back to the mental health objectives.*
3. *Document the outcome of the monitoring; that is, what will happen as a result of the service e.g. change to client plan, change in medications, no change, etc.*
4. *If the service is part of an interdisciplinary team meeting, document all participants present (therapist, case manager, psychiatrist, etc.) The corresponding progress note should clearly document how this activity is related to the client plan.*



**Notes:**

- Monitoring a client's progress must be related to the client's mental health objectives *except* when the triggering event or circumstance represents a new clinical issue not yet included in the client plan. In this case, the client plan should be changed to include a related mental health objective, or, there should be documentation as to why no change to the plan was made.
- Monitoring the progress of a client is always a part of a regular service such as individual rehabilitation or psychotherapy i.e. a client's progress note should always include a section on behavior or presentation for that day. If the client presents a significant clinical change, this may indicate a clinical need for a plan development service.
- Plan Development Services may now be billed within the same RU if a service meets the above criteria, with or without a change to the client plan.
- Supervision is never a plan development service.

If you have questions, please email them to [QAOffice@acbhcs.org](mailto:QAOffice@acbhcs.org).