

ICC/IHBS Child and Family Team (CFT) Client Care Plan

Please use this form for children and youth who are receiving Intensive Care Coordination (ICC) and/or Intensive Home-Based Services (IHBS) from Alameda County Behavioral Health (ACBH). This form shall be completed by the CFT facilitator during the client's Child and Family Team (CFT) meeting. This document will serve as both the CFT meeting minutes and the Client Care Plan as required under CalAim.

1. The CFT facilitator shall complete this form during the CFT meeting.
2. Once the document is completed this Client Care Plan shall then be distributed to CFT members and appropriate service providers on the client's care team.
3. The CFT facilitator shall generate in the client's medical record a Medi-Cal progress note documenting the content of the CFT meeting and making note of *Section C* of the determined goals and objectives.
4. The responsible party shall review and update for upcoming CANS, (i.e. scheduled update- minimally every 6 months, major life event or if clinically appropriate)
5. The other members of the treatment team may also use this Client Care Plan to generate a progress note outlining the content, outcome as well as clearly documenting their role and participation in the CFT meeting.
6. Client Care Plan shall be filed in the client's chart and the progress note shall identify the date and time of the completed CFT meeting. The Medi-Cal progress note shall then serve as documentation of the Client Care Plan in accordance with the CFT generated.

If a provider is unable to attend a CFT meeting, they should review the updated ICC/IHBS Child and Family Team (CFT) Client Care Plan and Meeting Minutes and document that they did so in a corresponding Progress Note. If the provider has additional feedback regarding the Client Care Plan, a plan for addressing this should also be documented in the progress note.