



BHS PROVIDER UPDATES

2018-1



Update: Tracking Child and Family Team (CFT) Meetings in CCBH

(This bulletin is an update to the original instructions issued in BHS Provider Update: 2017-8)

Beginning July 2017, the tracking indicator **ID 92 Child Family Team**, replaced the indicator, "T" – Child Family Team, in the "Provided To" field.

BHS Providers will continue to use the Evidenced Based Practice (EBP) button on the Services Encounter Screen to record all CFT meetings for youth whenever a provider attends or facilitates a CFT meeting. BHS Providers are expected to enter service indicator **ID 92 Child Family Team** when the service being billed has been provided within a CFT meeting. This includes CFT meetings for youth eligible for Enhanced Services (Subclass), youth that do not have an open CWS case (Expansion clients), and CWS initiated CFT meetings (CWS CCR CFT).

Please note that all PWB protocols, including service codes and timelines, remain in effect.

Following are the instructions to enter the Child Family Team Meeting Service Indicator on CCBH (changes highlighted):

- Complete the *Individual Progress Note/ICC Note* template
- Complete all of the service/billing information
- The "EBP/SS" button is located on the left side of the billing section
- Double click on the EBP/SS button and the EBP entry screen will appear
- Delete the information that pre-populates before entering the appropriate EBP ID
- Select **ID 92 Child and Family Team** in the EBP/SS field

Please see page 2 of this bulletin for screenshot instruction.

If you have questions please contact your BHS PWB Liaison or BHS PWB Program Manager Amanda (Mandy) Kaufman at Amanda.kaufman@sdcounty.ca.gov

For copies of PWB form(s), explanation sheet(s), or contact information for PWB staff, please go to:

<https://theacademy.sdsu.edu/programs/bheta/pathways/>



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Click the EBP/SS button and the EBP entry screen will appear. Enter the appropriate EBP ID.

When the service being billed was provided within a CFT meeting, staff will enter the ID 92 in the EBP field.

The screenshot shows a software interface for entering EBP/SS information. The main window is titled "Encounter for" and contains several sections:

- Progress Note Encounters:** A toolbar with buttons for Refresh, Delete, Remove Void and Replicate, Add Collateral(s), and Close Panel/Close.
- Encounter Information for Client:** A section with a search bar and a list of encounter types including "EBP/SS".
- Currently Viewing Information for EBP/SS:** A section titled "Evidence Based Practice/Service Strategy" containing three rows: "EBP/SS 1 Child Family Team Meeting 92", "EBP/SS 2", and "EBP/SS 3". A blue arrow points to the "92" value in the first row.
- Appointment Type, Billing Type, Intensity Type:** Three rows of input fields with dropdown menus.
- Save and Cancel:** Two buttons at the bottom right.

REFRESH

