

Pathways to Well-Being Organizational Provider Intake Checklist

CERNER COMMUNITY BEHAVIORAL HEALTH

- Complete Eligibility for Pathways to Well-Being (PWB) and Enhanced Services form** in Cerner Community Behavioral Health (CCBH) within 30 days of intake for all clients 0-21 years old, with an open court-involved or a voluntary Child Welfare Services (CWS) case. The form is found in CCBH under “Assessment Type.”
 - The Eligibility form is completed at intake, after reassessment (during any noted changes throughout the course of treatment), and at discharge.
 - See Explanation for Eligibility for PWB and Enhanced Services form for instructions on completing the form and entering designation under Client Categories Maintenance (CCM) tab in CCBH.
 - Refer to RIHS website for all PWB related information: <https://theacademy.sdsu.edu/programs/rihs/pathways>

CLIENT CATEGORIES MAINTENANCE REMINDERS

- Click the “All” radio button** whenever viewing data in the CCM, this will reflect all current and previous Class or Subclass designations.
- Always tab** to a new row when entering information in CCM to ensure the data entered will be saved.
 - Start/end dates cannot be the same date or overlap.
 - Never delete any information in CCM.
 - Contact a PWB Liaison if the youth is not open to another program and has an open designation in the CCM that is inconsistent with what you believe the youth’s designation should be.

PATHWAYS TO WELL-BEING REQUIRED DOCUMENTATION

- Verify current Behavioral Health Assessment** reflects the client’s PWB status.
- Verify current Client Plan** includes Intensive Care Coordination (ICC) and when applicable, Intensive Home-Based Services (IHBS) Service Codes for clients that receive these services.
- Complete Pathways to Well-Being Progress Report to Child Welfare Services form** within 30 days of designating a youth as Eligible for Enhanced Services (Subclass) or Eligible for Pathways (Class); attach all relevant forms.
- Fax to HEP OA** as instructed on the top of the Pathways to Well-Being Progress Report to Child Welfare Services form.

PATHWAYS TO WELL-BEING ENHANCED SERVICES

- Meet with the client and caregiver** to provide education on PWB, including purpose of the Child and Family Team (CFT) and CFT meetings, member roles and responsibilities, and to identify natural supports.
- Contact Child Welfare Services Protective Services Worker** to discuss meeting focus and to clear CFT members before scheduling a CFT meeting.
- Submit the Child and Family Team Referral Form to the CFT Meeting Facilitation Program at least 2 weeks prior to requested meeting date for coordination and facilitation of CFT meeting.**
 - **Initial CFT meeting must be held within 30 days** of identifying the client as eligible for Enhanced (Subclass) Services and then at a **minimum every 90 days thereafter.**
 - **CFT meeting Facilitation Program will complete CFT meeting Summary and Action Plan form** at each CFT meeting and provide a copy to all team members after each meeting. File copy in youth’s hybrid chart.

CERNER COMMUNITY BEHAVIORAL HEALTH REMINDERS FOR ENHANCED YOUTH

- Complete Child and Family Team Meeting Note** for unique participation in CFT meetings, utilize ICC SC 82
- When completing a service entry for a CFT meeting**, enter indicator of T- CFT Meeting located in the billing section under the “Provided To” field.
- Complete Intensive Care Coordination (ICC) Note** to document ICC service conducted outside CFT meeting.