

**ANNEX A
PROGRAM COMMITMENTS
DESIGNATED SCREENING SERVICES**

NAME OF AGENCY: [REDACTED]

CONTRACT NUMBER: [REDACTED]

CONTRACT TERM: [REDACTED] TO [REDACTED]

BUDGET MATRIX CODE: 13

BUDGET MODIFICATION NO: [REDACTED]

1. Total Duplicated Episodes of Care (Admissions to DSS) Provided by the Designated Screening Service: [REDACTED]

A. # Adults (age 18 and above): [REDACTED]

B. # Youth (thru age 17): [REDACTED]

2. Total Duplicated Episodes of Care (Admissions to DSS) On-Site: [REDACTED]

A. # Adults (age 18 and above): [REDACTED]

B. # Youth (thru age 17): [REDACTED]

3. Total Duplicated Episodes of Care (Admissions to DSS) Off-Site: [REDACTED]

A. # Adults (age 18 and above): [REDACTED]

B. # Youth (thru age 17): [REDACTED]

4. Total Units (Hours) of Services Delivered: [REDACTED]

5. Total number of staff face-to-face follow-up contacts delivered. [REDACTED]

6. Total number medication follow-up contacts delivered. [REDACTED]

A. # Adults (age 18 and above): [REDACTED]

B. # Youth (thru age 17): [REDACTED]

7. Total number of crisis telephone contacts delivered: [REDACTED]

8. Coverage Schedule:

The following reflects the staff coverage schedule in order to provide access to services 24 hours a day, 7 days a week. (Please record the *number of staff persons* for each discipline providing coverage per shift.)

8a BUSINESS DAYS	A. DAY Shift:		B. EVENING Shift:		C. NIGHT Shift:	
	1.# on-call	2. #on-site	1.# on-call	2. #on-site	1# on-call	2. #on-site
1. Psychiatrist	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Other MD/DO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Certified Screeners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Other Professional Staff (Direct Services Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Paraprofessionals (Direct Service; e.g. Peer Advocates)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8b WEEKENDS/HOLIDAYS	A. DAY Shift:		B. EVENING Shift:		C. NIGHT Shift:	
	1.# on-call	2. #on-site	1.# on-call	2. #on-site	1# on-call	2. #on-site
1. Psychiatrist	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Other MD/DO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Certified Screeners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Other Professional Staff (Direct Services Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Paraprofessionals (Direct Service; e.g. Peer Advocates)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Annex A
DESIGNATED SCREENING SERVICES

DEFINITIONS:

Episodes of Care: Refers to the provision of mental health services by designated screening service program staff to a consumer that includes, at a minimum, a comprehensive face-to-face assessment of the consumer's mental health needs and a disposition that includes a transfer (to an in-patient unit) or a discharge plan to the community with aftercare recommendations. (A person who is discharged to the community and is seen face-to-face by designated screening staff for several follow-up contacts counts as one episode of care.)

Note: "Duplicated" counts acknowledge that multiple episodes of care may be provided to the same consumer in a reporting period.

Units (Hours) of Services: Is the aggregate duration in hours of **all** of the episodes of care that were delivered during the reporting period. **One unit is equal to one hour of episode duration, irrespective of staffing matters. Record actual time; Do not round time.**

Note: An episode of care commences at the time in which face-to-face interaction between designated screening service staff and a consumer/family/ collateral informant is initiated and concludes when the face-to-face interaction between designated screening service staff and a consumer/family/ collateral informant ends. (Face-to-face follow up contact time subsequent to the provision of a discharge plan is NOT included in the episode duration calculation, as this output is collected elsewhere).

Illustration: Face-to-face contact with Bill and screening staff is initiated at 9:00 AM. Bill is provided with his aftercare plan at 11:30 AM and Face-to-face contact with screening staff terminates. This episode of care has a duration of 2.5 hours and the Screening program would accrue 2.5 Units of Service.

On-Site: Refers to services delivered in the building/campus/hospital that houses the designated screening program.

Off-Site: Refers to services delivered outside the building/campus/hospital that houses the designated screening program.

NOTE: For the purpose of fields 6 and 7 above, the episode of care should be classified based on where the initial face-to-face contact occurred. A mobile outreach that results in transport of the consumer back to the emergency department should be classified as an off-site episode of care.

Staff Face-to-Face Follow-up Contacts: Refers to an in-person contact, irrespective of length, between designated screening staff and a consumer subsequent to the provision of a discharge plan.

Medication Follow-Up Contacts Delivered: Refers to an in-person contact, irrespective of length, between designated screening staff and a consumer subsequent to the provision of a discharge plan, for the specific purpose of meeting the person's medication related needs.

Crisis Telephone Contacts: Refers to the aggregate number of telephone contacts between designated screening program staff and a consumer/family/collateral informant.

Revised 12-12-2014