

Dear Contract Providers:

The following e-mail is to help address the 2 “*policy*” questions that came up in the Pilot Training for data entry into the PEI MHIP OMA. A third policy matter is also being noted below, though it may not have been raised and/or addressed in the training; it’s listed below as number 3.

## 1. Do I have to make an entry into the OMA when the client was a no-show?

The answer is that you do not have to make any entries into the OMA for no-shows, even if the no-show is at the end of treatment. See the two samples below:

### **SAMPLE 1**

January 1:	face-to-face session	PHQ-9 Score of 20
January 8:	face-to-face session	PHQ-9 Score of 18
January 14:	face-to-face session	PHQ-9 Score of 16
January 20:	No Show	
January 23:	telephone session	PHQ-9 Score of 13
January 30:	face-to-face session	PHQ-9 Score of 12
February 8:	No Show	
February 12:	Provider contacted client on phone who declined further services. After this call the Provider completed their Discharge Summary.	

In this Example you would complete the **END OF TREATMENT INFORMATION** using the last data entry update you did on January 30<sup>th</sup>.

So, for **Date of Last Session** you would put January 30<sup>th</sup>, and for **Total Number of Sessions** you would put 5.

Note: Even though there was actual contact with the client on the phone, we did not count February 12<sup>th</sup> as one of the sessions because there was no intervention provided on the phone.

### **SAMPLE 2**

January 1:	face-to-face session	PHQ-9 Score of 20
January 8:	face-to-face session	PHQ-9 Score of 18
January 14:	face-to-face session	PHQ-9 Score of 16
January 20:	No Show	
January 23:	telephone session	PHQ-9 Score of 13
January 30:	face-to-face session	PHQ-9 (Unable to collect score)
February 8:	No Show	
February 10, 12, and 14th:	Provider leaves phone messages.	
February 15:	Provider completes a D/C Summary, without client contact.	

Even in this example you would still complete the **END OF TREATMENT INFORMATION** from the last data entry update you did on January 30<sup>th</sup>, regardless of the fact that you did not get a screening tool score, because you completed a therapy session.

So, for **Date of Last Session** you would again put January 30<sup>th</sup>, and for **Total Number of Sessions** you would put 5.

## 2. Two-part question

**Part A: I did not attend the 2-day MHIP training, but was approved to use another EBP intervention, and I am following the guidelines of MHIP, can I use the applicable MHIP screening tools?**

**Part B: If the answer to Part A is yes, does this also mean I would enter those Outcome measures into the PEI-MHIP OMA?**

PART A: The answer is yes. HOWEVER, your agency and staff must be doing all 5 components of MHIP noted here:

- Care Team is collaborating with the client’s Primary Care Provider (PCP);
- PCP is prescribing all medications including any psychotropic medications;
- MHIP team includes a consulting psychiatrist;
- An EBP intervention and/or behavioral activation is being implemented; and
- Applicable screening tools (PHQ-9, GAD-7, or the PCL-C) are being administered on a session-to-session basis

PART B: The answer is yes.

**3. When completing the *End of Treatment Information for the PEI MHIP OMA*, what factor(s) are used to determine if the EBP was completed?**

In order for you to select the "YES" box to the question "Completed EBP?", you must have completed the following treatment elements:

1. Completed an Assessment with the client;
2. Developed one or more treatment goals/objectives;
3. Rendered an approved EBP intervention and/or behavioral activation for one or more sessions; and
4. Finalized a *Relapse Prevention Plan* document and/or you must have completed some type of relapse prevention plan (a required element to doing MHIP) with your client on your last scheduled session.
  - a. You may conduct a relapse prevention plan session over the phone with the client.

If you did only the first three elements noted above regardless to whether or not the treatment objective(s) were met for this treatment cycle (episode), you would have to select the "NO" box for Completed EBP?"

You must then also select one of the listed dispositions noted below (all 8 of these selections appear on the OMA.)

- Transferred to Tier I
- Unable to contact
- Withdrew
- Arrested
- Medical Hospitalization
- Psychiatric Hospitalization
- Moved
- Deceased

Here are some sample scenarios for your review:

**SAMPLE 1**

You see the client and are able to complete an assessment (in 1 session), establish two objectives with the client, and then render 5 sessions of an EBP intervention. On the 6th session you confirmed with client that they met their 2 objectives. Client agreed to return for a follow-up visit 2 weeks out, at which time you will go over a relapse prevention plan. The client never shows up, but on your second follow-up call, the client agreed to complete a relapse prevention plan over the phone. Please note that the total number of sessions that gets entered into the PEI MHIP OMA is 7, as you included the last telephone contact you had.

You would record this as follows:

Completed EBP? YES

**SAMPLE 2**

Same exact scenario above, however this time you were unable to contact the client after three calls, and decided to write up your discharge summary. Yes, the client met their treatment goals, but they never participated in any type of relapse prevention plan, thus you record the information as follows:

Completed EBP? NO  
Disposition Unable to contact  
Total Number of Sessions 6

**SAMPLE 3**

You see the client and are able to complete an assessment (in 2 sessions), establish three objectives with the client, and then render 6 sessions of an EBP intervention. On the 8th session client tells you they wish to discontinue their counseling services. You however, confirmed with client that they met 1 of their 3 objectives, and that overall their depressed mood had improved. Client agreed to return for one more session so they could complete a relapse prevention plan, and in fact returns for this session.

The requirement here was not that they met all 3 treatment objectives, but rather that they completed a full course of treatment (please reference the 4 treatment elements noted above), which included their participation in a relapse prevention session.

You would record this as follows: Completed EBP? YES