



Care Coordination Program

Vendor Service Codes

Description Manual

Please note that Vendor Supervisors, Care Coordinators and Families can use the NYS Office of Professions website link below to verify the license qualifications for professions such as LMSW, LCSW, LCAT, LMFT, LMHC, and others, as needed

<http://www.op.nysed.gov/opsearches.htm>

The screenshot shows the NYS Office of Professions website. The header includes the NYSED.gov logo and the Office of Professions logo. A navigation menu contains links for RSS, News, Online Services, Professions, State Boards, Enforcement, Corporate Entities, Consumers, and Find Answers. The main content area is titled "Verification Searches" and includes a search box, a "Search OP" button, and a list of professions. The list includes Licensed Clinical Social Worker, Licensed Creative Arts Therapist, Licensed Marriage and Family Therapist, Licensed Master Social Worker, Licensed Mental Health Counselor, Licensed Practical Nurse, Licensed Psychoanalyst, and LMFT (Licensed Marriage and Family Therapist). Below the list is a "Licensee Name" field with instructions and "Search" and "Reset" buttons.

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all services codes are for blended use unless otherwise noted

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Respite Services Hourly 4653			
Current Agency Blended Rate:	\$25.75	Current Agency Waiver Rate:	\$39.00

Description: Respite Workers provide aid, on an emergency or planned basis, which temporarily relieves the family of the care taking role. Respite activities may include engaging children in recreational activities, transportation, and general supervision and may be performed in the child’s home, or in the community. Provider will build the skills of the youth/parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible.

Qualifications	
Experience Required:	Experience working with at risk youth
Degree:	N/A
Minimum Education:	High school diploma or equivalent
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items. Compliant with New York State Office of Mental Health (OMH) training requirements.

Transition Responsibility:
To be added

Family Peer Advocacy			
Current Agency Blended Rate:	\$45.00	Current Agency Waiver Rate:	\$39.00


Description: Family Peer Advocate’s (FPA) are parents who are raising or have raised a child with mental health concerns and are personally familiar with the associated challenges. FPA’s offer the integrity of their experience to the families they serve and are often able to connect with families based on a unique understanding of their circumstances. FPA’s have first-hand knowledge of the services and supports available in the community. FPA’s offer families’ activities designed to enhance the family unit, ultimately developing safe, stable, and supportive families who are connected to their communities.

FPA’s offer:

- Resources, including, but not limited to education, advocacy, and support.
- Information to families on community resources
- Assistance to families in connecting to community resources and natural supports, and advocate with the family to access supports, services and activities.
- Connect families to community activities which foster family cohesion.


These activities, which may be cultural, educational or recreational, are individualized for each family based on their culture, needs, values and preferences and are consistent with the family’s income to assure the possibility of continuing the activities post-service. FPA’s are also expected to facilitate family/parent support groups. Family support group activities for parents (i.e., monthly meetings, game nights, annual picnics) are provided as a venue for engaging parents with similar experience as a way of assisting in building natural support systems in their communities. (Such as educational, legal, mental health, and natural supports.) Family Peer Advocate job include working with parents/ caregivers to provide outreach, support, guidance, skill-building, and mentoring.

Qualifications	
Experience Required:	<p>be a parent or caregiver of a child with a history of emotional or behavioral problems (parent or caregiver is defined as a parent, foster parent or other family member with direct responsibility for the care of a child with a diagnosis of emotional disturbance). OMH Parent/Family Advisors at the OMH Regional Offices assist in recruitment of qualified family support workers)</p> <p>have experience working with children (preference given to those with experience working with children with special needs)</p>
Degree:	N/A
Minimum Education:	have some high school education (a high school diploma or G.E.D. is preferred)

Family Peer Advocacy			
Current Agency Blended Rate:	\$45.00	Current Agency Waiver Rate:	\$39.00

Qualifications	
Other:	<p>Be at least 18 years of age</p> <p>Be cleared by the State Child Abuse Registry</p> <p>Obtain the Family Peer Advocate Credential within two years of employment (for new hires on/after November 1st, 2013); and</p> <p>Complete fingerprinting for a criminal history background clearance (if hired after April 1, 2005).</p> <p>Valid NYS Driver's License</p>

<p>Training Requirements:</p> <p>Family Peer Advocates must:</p> <ul style="list-style-type: none"> • complete training in the Individualized Care Model (2 to 4 hour course); • complete Safety in the Home and Community Training • Prior to Network activation, staff must complete the FVN/ SOC 3 Day Live, Initial Vendor Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items. • complete Parent Empowerment Program (PEP) training the earliest of the next offered training in the agency's region (for new hires on/after November 1st, 2013); • Be supervised by a *qualified Mental Health staff person. This is defined as a licensed physician, a licensed psychologist, an MSW or CSW, R.N. other professional disciplines which receive the written approval of the Office of Mental Health, or any individual having education, experience and demonstrated competence (this is defined as Master's or Bachelor's degree in a human services related field, or Associate's degree in a human services related field and three years' experience in human services, or a high school diploma and 5 years' experience in human services); • Complete Mandated Reporting self-direct online training*(effective May 2015); • Complete OMH online Foundations training when other service specific required trainings are either not offered or scheduled within the first 30 days of employment (effective May 2015). • Training is strongly recommended in First Aid/CPR. • Must successfully complete training approved by NYS OMH Regional Parent Advisor in areas of advocacy work, group facilitation, parent skill building, creating support groups, and Individualized Care Model. • Must be able to maintain compliance with all NYS Office of Mental Health (OMH) training requirements.

Family Peer Advocacy			
Current Agency Blended Rate:	\$45.00	Current Agency Waiver Rate:	\$39.00


Transition Responsibility:

It is the responsibility of this service provider to support the family by assisting with direct advocacy efforts, as identified by the family and the CFT. Services provided to families under this code must also work to promote the long term ability of the family to advocate for themselves.

The role of the Family Peer Advocate is to:

- Strengthen and support the care-giving efforts of families with special emphasis on needs such as: emotional, physical health, parenting, and family interaction.
- Empower families to make informed choices regarding the nature of supports for themselves and their child by providing an understanding of what resources, services and supports are available and how to access them in their communities.
- Develop a family's capacity to actively participate in all decisions about services and supports for themselves and their child.
- Develop a family's capacity to enhance and improve the overall health and well-being of their child and family.
- Work with the family and their provider team to promote effective collaboration and communication.
- Strengthen and develop a family's skill and feeling of self-efficacy so they can effectively advocate for their child, work collaboratively with service providers and do so with increasing independence over time

For a complete description of Family Peer Advocate competencies, see FPA Competencies (See FPA Appendix)

Skill Building 4656			
Current Agency Blended Rate:	N/A	Current Agency Waiver Rate:	\$44.00

Description: Skill Builders design and provide activities that assist the child and/or family in acquiring, developing and accessing functional skills needed to live successfully in the community. This may include areas such as budgeting, shopping, competing tasks, socializing and activities of daily living. Provider will build the skills of the youth/parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible.


Qualifications	
Experience Required:	Experience working with Parents, Care Givers of at risk youth
Degree:	N/A
Minimum Education:	High school diploma or equivalent
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements.

Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:

It is the responsibility of the service provider and the CFT to help the family identify and link with natural or community based supports in order to safely remove this service in a timely manner. Other specific transition responsibilities may include training and coaching of skill sets that build upon existing client and family strengths, while targeting CFT identified needs. Delivering this service in a way that allows the client and family to demonstrate their existing and new or emerging skills with increased independence from the service provider and care coordination as the process moves forward. The provider is also responsible for specifically documenting progress towards skill transfer and full transition at CFT meetings and in progress notes.

Intensive In-Home Hourly 4657			
Current Agency Blended Rate:	N/A	Current Agency Waiver Rate:	\$62.00


Description: Services are ongoing activities aimed at providing intensive interventions when a crisis response service is not enough. These interventions may include psycho-educational, crisis de-escalation, parent-child relationship building, and improvement of parenting skills. These interventions establish limited goals based on the presenting crisis and will include linkage to follow-up services whenever necessary. Provider will build the skills of the youth/parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible.

Qualifications	
Experience Required:	Experience working with at risk youth at a minimum of 2 to 4 years based on degree attained. See degree requirements below.
Degree:	Master’s Degree in associated field and 2 years’ experience OR BA Degree in associated field and 4 years’ experience
Minimum Education:	MASTERS DEGREE and 2 years’ experience OR BA and 4 years’ experience
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Additional NYS OMH Waiver Training Requirements (In order to work on Waiver cases): 14Kt. Training, ICC Training

Transition Responsibility:
To be added

Crisis Response– Hourly 4659			
Current Agency Blended Rate:	\$51.50	Current Agency Waiver Rate:	\$62.00


Description: Crisis Response Services Workers perform interventions designed to stabilize children and families when they are in crisis. This includes assessment, consultation and immediate interventions wherever and whenever necessary **on a 24 hour/7 day a week basis**. These workers provide immediate, short-term interventions until linkages are made with other appropriate services. Provider will build the skills of the youth/parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible.

Qualifications	
Experience Required:	Experience working with at risk youth at a minimum of 2 to 4 years based on degree attained. Experience providing direct services for children with one or more of the following primary diagnoses: mental illness, mental retardation, alcoholism, chemical dependency or substance abuse.
Degree:	Master’s Degree in one of the following fields: audiology, child and family studies, communication disorders, community mental health, counseling, education, nursing, occupational therapy, physical therapy, psychology, recreation, recreation therapy, rehabilitation, social work, sociology, or speech and language pathology, human services, human development, criminal justice or other related degrees, or a NYS Teacher’s Certificate and 2 years’ experience OR BA Degree in one of above fields and 4 years’ experience
Minimum Education:	MASTERS DEGREE and 2 years’ experience OR BA and 4 years’ experience
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

Training Requirements:

- Prior to CSOC Activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.
- Including but not limited to Community Safety, Mental Health Diagnosis (DSM-IV), suicide assessment, crisis intervention techniques, and available community resources.

Transition Responsibility:
To be added

Outpatient Diagnostic Assessment 5000			
Current Agency Blended Rate:	\$91.17	Current Agency Waiver Rate:	N/A

Description: An evaluation for the purpose of determining treatment planning as well as possible medication recommendations which may include neurological, psychiatric, developmental, functional behavioral, and learning disability. Evaluation should result in the determination of diagnosis as well as determinations across multiple domains (home, school, community and medical). The resulting report should identify the assessment tools utilized in the evaluation as well as the outcomes relative to each assessment tool and treatment recommendations.

Qualifications	
Experience Required:	Experience working with at risk youth
Degree:	<p>Must Include licensure in applicable area. NYS Office of Professions recognizing these as an MD, PhD in Psychology, Psychiatrist, Nurse Practitioner, or LCSW.</p> <p>In addition, an LMSW, LMHC, LMFT, LCAT, and Licensed Psychoanalyst may also perform a diagnostic assessment with a qualifying secondary signature from a practitioner holding the credentials listed above.</p>
Minimum Education:	Dependent on type of assessment/ evaluation. Should Include licensure in applicable area (please see above)
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements.

Training Requirements:


Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Additional Requirements:

If you are an LMSW, LMHC, LMFT, LCAT, or Licensed Psychoanalyst you can not perform a diagnostic independently. Please identify who your licensed qualified sign off individual is within your progress note, as well as providing a hand signed copy of your diagnostic findings to your vendor supervisor in addition to your hiring Care Coordination agency.

Transition Responsibility:

To be added


Psychiatric Reviews/ Medication Checks 5050			
Current Agency Blended Rate:	\$106.67	Current Agency Waiver Rate:	N/A

Description: Medication check-ins, update of diagnosis and follow up/confirmation of rule-outs and brief reviews.

Qualifications	
Experience Required:	Experience working with at risk youth. See degree requirements below.
Degree:	Licensed psychiatrist or psychiatric nurse practitioner with supervision by a licensed psychiatrist.
Minimum Education:	In line with recognized NYSED, NYS OMH standards inclusive with above noted licensure standards.
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.


Transition Responsibility:
To be added

Individual Therapy 5100			
Current Agency Blended Rate:	\$ 75.00	Current Agency Waiver Rate:	N/A

Description: Goal directed, culturally sensitive and evidence based practice of face-to-face therapeutic intervention which focuses on the mental health/behavior needs of the client and/or family member. Examples of individual treatment address the following issues: trauma, grief and loss, eating disorder, anger management, integrated dual diagnosis or other. Services may be provided in a clinic setting, school, home or other CFT approved community based location, where confidentiality can be assured.

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	A minimum of a clinical Master’s Degree in relevant field, formally recognized, active, licensure OR must hold clinical master’s degree and be in active pursuit of licensure with clinical supervision in place as noted below (i.e. recent graduate prepping to complete testing and/or other requirements). It is the responsibility of this provider to inform their vendor agency supervisor if they should lose or have a lapse in licensure. The vendor agency in turn must inform CCNY of this issue within 2 business days from receipt of this knowledge. Independent clinical vendors must inform CCNY directly within 2 business days of notice regarding loss of license or certification.
Minimum Education:	Masters Degree
Other:	<p>Clinical Supervision Requirement: Active supervision by a licensed clinical professional, recognized by NYSED, NYS OMH or similar regulatory body as qualified to provide clinical supervision. Supervision may be in the form of clinical 1:1 or clinical group supervision. It is the responsibility of the Vendor Agency to provide supervision as per NYS Office of Professions guidelines. Independent clinical vendors must have documented proof of clinical supervision as per NYS Office of Professions and inform CCNY directly within 2 business days from discontinuance of clinical supervision.</p> <p>Valid NYS Driver’s License and must pass all required background checks and clearance requirements.</p>

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

<p>Individual Therapy 5100</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 75.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>


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Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:

It is the responsibility of this service provider to support the post care coordination transition plan of the family and larger CFT via closely adhering to Plan of Care goals and Planned Action directives. Progress notes must be clear and specific as to clinical modality being employed; progress toward clinical goal completion. Skill development objectives should be clearly documented in the Plan of Care goals and progress regarding applicable skill development and skill transfer to client should be clearly documented and reported on during CFT meetings. In cases where the clinical needs will require community based support post care coordination, the service provider has a direct responsibility to support transition by providing education to the family regarding clinical support options post care coordination, assist with engagement and referral process as applicable to community based providers along with other as needed. Transition responsibilities also include identifying and working with natural supports that can assist with clinically based client needs both during and post care coordination.

Individual Risk Reduction Counseling 5101			
Current Agency Blended Rate:	\$ 75.00	Current Agency Waiver Rate:	N/A


Description: Goal directed culturally sensitive services with the enrolled client and/or family members with a focus on reducing risk factors associated with alcohol and drug use by providing education and motivation around the benefits of pursuing and engaging in services with an OASIS approved provider. This service may include formal assessments in order to assist with compiling information that will assist with an upcoming referral and provider linkage.

NOTE: Service providers working under this code may not conduct evaluations. This service may be provided for 30-90 days.

Qualifications	
Experience Required:	Minimum of 2 years of documented training and work history in AOD, AODA and addictions fields, or other formally qualified health professional
Degree:	CASAC or CASAC in training, CPP and CPS (credentialed prevention professional and credentialed prevention specialist) as well as RN, LMHC, LRC, LMSW
Minimum Education:	Education that is current with NYS standards, regulations as per applicable degree, certification noted above.
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements.

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.


Transition Responsibility:
 It is the responsibility of this service provider to support the family and larger CFT by assisting with motivation and education regarding the benefit of options available for alcohol and substance abuse treatment outside of Care Coordination; with direct linkage of the identified client or family member to the same. Specific activities related to this service will be guided by CFT via Plan of Care goals and Planned Action directives. Progress toward goal completion must be clearly documented in progress notes and reported out to team as part of CFT meeting agenda.

<p align="center">Family Mental Health Therapy 5110</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 75.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>

Description: Goal directed, culturally sensitive, and evidence based practice of face-to-face therapeutic intervention with a minimum of two family members, which may include the client and/or other family members. Services may be provided in a clinic setting, school, or home or other CFT approved community based location, where confidentiality can be assured .

<p>Qualifications</p>	
<p>Experience Required:</p>	<p>Experience working with at risk youth and parents, care givers of same.</p>
<p>Degree:</p>	<p>A minimum of a clinical Master’s Degree in relevant field, formally recognized, active, licensure OR must hold clinical master’s degree and be in active pursuit of licensure with clinical supervision in place as noted below (i.e. recent graduate prepping to complete testing and/or other requirements). It is the responsibility of this provider to inform their vendor agency supervisor if they should lose or have a lapse in licensure. The vendor agency in turn must inform CCNY of this issue within 2 business days from receipt of this knowledge. Independent clinical vendors must inform CCNY directly within 2 business days of notice regarding loss of license or certification.</p>
<p>Minimum Education:</p>	<p>Masters Degree</p>
<p>Other:</p>	<p>Clinical Supervision Requirement: Active supervision by a licensed clinical professional, recognized by NYSED, NYS OMH or similar regulatory body as qualified to provide clinical supervision. Supervision may be in the form of clinical 1:1 or clinical group supervision. It is the responsibility of the Vendor Agency to provide supervision as per NYS Office of Professions guidelines. Independent clinical vendors must have documented proof of clinical supervision as per NYS Office of Professions and inform CCNY directly within 2 business days from discontinuance of clinical supervision.</p> <p>Valid NYS Driver’s License and must pass all required background checks and clearance requirements.</p>

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

<p align="center">Family Mental Health Therapy 5110</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 75.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>


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Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:


It is the responsibility of this service provider to support the post care coordination transition plan of the family and larger CFT via closely adhering to Plan of Care goals and Planned Action directives. Progress notes must be clear and specific as to clinical modality being employed; progress toward clinical goal completion. Skill development objectives should be clearly documented in the Plan of Care goals and progress regarding applicable skill development and skill transfer to client should be clearly documented and reported on during CFT meetings. In cases where the clinical needs will require community based support post care coordination, the service provider has a direct responsibility to support transition by providing education to the family regarding clinical support options post care coordination, assist with engagement and referral process as applicable to community based providers along with other as needed. Transition responsibilities also include identifying and working with natural supports that can assist with clinically based client needs both during and post care coordination.

<p>Group Behavioral Health Therapy</p> <p>5120</p>			
<p>Current Agency Blended Rate:</p>	<p>\$26.04 per participant</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>

Description: Clinically goal-directed, culturally sensitive practice of face-to-face therapeutic intervention with the client and/or family member and one or more additional clients who are treated at the same time, which focuses on the mental health needs of the clients in the group.

<p>Qualifications</p>	
<p>Experience Required:</p>	<p>Experience working with at risk youth and parents, care givers of same.</p>
<p>Degree:</p>	<p>A minimum of a clinical Master’s Degree in relevant field, formally recognized, active, licensure OR must hold clinical master’s degree and be in active pursuit of licensure with clinical supervision in place as noted below (i.e. recent graduate prepping to complete testing and/or other requirements). It is the responsibility of this provider to inform their vendor agency supervisor if they should lose or have a lapse in licensure. The vendor agency in turn must inform CCNY of this issue within 2 business days from receipt of this knowledge. Independent clinical vendors must inform CCNY directly within 2 business days of notice regarding loss of license or certification.</p>
<p>Minimum Education:</p>	<p>Masters Degree</p>
<p>Other:</p>	<p>Clinical Supervision Requirement: Active supervision by a licensed clinical professional, recognized by NYSED, NYS OMH or similar regulatory body as qualified to provide clinical supervision. Supervision may be in the form of clinical 1:1 or clinical group supervision. It is the responsibility of the Vendor Agency to provide supervision as per NYS Office of Professions guidelines. Independent clinical vendors must have documented proof of clinical supervision as per NYS Office of Professions and inform CCNY directly within 2 business days from discontinuance of clinical supervision.</p> <p>Valid NYS Driver’s License and must pass all required background checks and clearance requirements.</p>

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

<p>Group Behavioral Health Therapy 5120</p>			
<p>Current Agency Blended Rate:</p>	<p>\$26.04 per participant</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>


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Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:


It is the responsibility of this service provider to support the post care coordination transition plan of the family and larger CFT via closely adhering to Plan of Care goals and Planned Action directives. Progress notes must be clear and specific as to clinical modality being employed; progress toward clinical goal completion. Skill development objectives should be clearly documented in the Plan of Care goals and progress regarding applicable skill development and skill transfer to client should be clearly documented and reported on during CFT meetings. In cases where the clinical needs will require community based support post care coordination, the service provider has a direct responsibility to support transition by providing education to the family regarding clinical support options post care coordination, assist with engagement and referral process as applicable to community based providers along with other as needed. Transition responsibilities also include identifying and working with natural supports that can assist with clinically based client needs both during and post care coordination.

Art Therapies 5130			
Current Agency Blended Rate:	\$ 75.00	Current Agency Waiver Rate:	N/A

Description: Goal directed, culturally sensitive and evidence based practice of face-to-face therapeutic intervention which focuses on the mental health/behavior needs of the client and/or family member using art therapy as the modality for treatment. Services may be in a clinic setting, school, home or other CFT approved community based location, where confidentiality can be assured.

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	A minimum of an applicable master’s degree with active licensure as a Board Certified Clinical Art Therapist or LCAT, in good standing. It is the responsibility of this provider to inform their vendor agency supervisor if they should lose or have a lapse in licensure. The vendor agency in turn must inform CCNY of this issue within 2 business days from receipt of this knowledge. Independent clinical vendors must inform CCNY directly within 2 business days of notice regarding loss of license or certification.
Minimum Education:	Masters Degree
Other:	<p>Clinical Supervision Requirement: Active supervision by a licensed clinical professional, recognized by NYSED, NYS OMH or similar regulatory body as qualified to provide clinical supervision. Supervision may be in the form of clinical 1:1 or clinical group supervision. It is the responsibility of the Vendor Agency to provide supervision as per NYS Office of Professions guidelines. Independent clinical vendors must have documented proof of clinical supervision as per NYS Office of Professions and inform CCNY directly within 2 business days from discontinuance of clinical supervision.</p> <p>Valid NYS Driver’s License and must pass all required background checks and clearance requirements.</p>

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

<p align="center">Art Therapies 5130</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 75.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>


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Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:

It is the responsibility of this service provider to support the post care coordination transition plan of the family and larger CFT via closely adhering to Plan of Care goals and Planned Action directives. Progress notes must be clear and specific as to clinical modality being employed; progress toward clinical goal completion. Skill development objectives should be clearly documented in the Plan of Care goals and progress regarding applicable skill development and skill transfer to client should be clearly documented and reported on during CFT meetings. In cases where the clinical needs will require community based support post care coordination, the service provider has a direct responsibility to support transition by providing education to the family regarding clinical support options post care coordination, assist with engagement and referral process as applicable to community based providers along with other as needed. Transition responsibilities also include identifying and working with natural supports that can assist with clinically based client needs both during and post care coordination.


Play Therapy 5131			
Current Agency Blended Rate:	\$ 75.00	Current Agency Waiver Rate:	N/A

Description: Goal directed, culturally sensitive and evidence based practice of face-to-face therapeutic intervention which focuses on the mental health/behavior needs of the client and/or family member using Play Therapy, which is a structured, theoretically based approach that builds on communicative and learning processes of children, as the modality for assessment and treatment. Services may be in a clinic setting, school, home or other CFT approved community based location, where confidentiality can be assured.

Care Coordinator Note: Play therapy is especially appropriate for children 3-12; however its use with teens and adults within mental health agencies and other healthcare contexts is steadily increasing. It may be used as a primary mental health intervention or used adjunctively for multiple mental health conditions and concerns. (Pedro-Carroll & Reddy,2005; Schaefer,2003)

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	A minimum of an applicable master’s degree with current, active NYS licensure to engage in clinical mental health practice (i.e. LCSW, LMHC, LCAT, LMFT, etc.) In addition, must be in good standing and current with the RPT (Registered Play Therapist Credentialing). Must also remain in compliance with the required staff development and supervision hours required to maintain credentialing. It is the responsibility of this provider to inform their vendor agency supervisor if they should lose or have a lapse in licensure. The vendor agency in turn must inform CCNY of this issue within 2 business days from receipt of this knowledge. Independent clinical vendors must inform CCNY directly within 2 business days of notice regarding loss of license or certification.
Minimum Education:	Masters Degree
Other:	Clinical Supervision Requirement: Active supervision by a licensed clinical professional, recognized by NYSED, NYS OMH or similar regulatory body as qualified to provide clinical supervision. Valid NYS Driver’s License and must pass all required background checks and clearance requirements .

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

<p style="text-align: center;">Play Therapy 5131</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 75.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>


Continued from previous page:

Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:

It is the responsibility of this service provider to support the post care coordination transition plan of the family and larger CFT via closely adhering to Plan of Care goals and Planned Action directives. Progress notes must be clear and specific as to clinical modality being employed; progress toward clinical goal completion. Skill development objectives should be clearly documented in the Plan of Care goals and progress regarding applicable skill development and skill transfer to client should be clearly documented and reported on during CFT meetings. In cases where the clinical needs will require community based support post care coordination, the service provider has a direct responsibility to support transition by providing education to the family regarding clinical support options post care coordination, assist with engagement and referral process as applicable to community based providers along with other as needed. Transition responsibilities also include identifying and working with natural supports that can assist with clinically based client needs both during and post care coordination.

Mediation 5135			
Current Agency Blended Rate:	\$ 75.00	Current Agency Waiver Rate:	N/A


Description: A service in which a neutral third party works with youth and families who are experiencing conflict to help them change the quality of the conflict from negative and destructive to positive and constructive. Examples of issues would be; parent/guardians argue over what is best for the child; child-parent disputes; separated parents/guardians refuse to work together to support the child.

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	Proof of active Licensing or Accreditation, in good standing, by comparable organization.
Minimum Education:	Proof of completion of Initial Mediation Training and apprenticeship under a Mediator Coach with accredited agency (i.e. Center for Resolution & Justice), and appropriate training for conflict area being contracted to resolve (i.e. custody, divorce, permanency)
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements.

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Additional Training Requirements: See Degree and Minimum Education requirement expectations above.

Transition Responsibility:
To be added


In Home Community Behavioral Services 5160			
Current Agency Blended Rate:	\$ 60.00	Current Agency Waiver Rate:	N/A

Description: Service aimed at providing targeted, goal driven interventions for the identified child and family when it has been assessed that other available, less intensive crisis response and support services do not provide service level required to support immediate crisis and behavior support needs. These interventions may include, but are not limited to, behavior support plan development and coaching; Parent or caretaker training and coaching of non-physical crisis intervention and de-escalation techniques, assisting child and family with identifying self-guided de-escalation and relaxation techniques. This service is established around limited, targeted goals based on a current, presenting crisis or current pattern or cycle of same. This intensive level of service, by definition, will tend to require a higher contact frequency in the initial engagement phase and should be removed once the targeted goals are accomplished.

NOTE: This intensive service should be in place for no more than 30-90 days. * This is not a clinical service code.

Qualifications	
Experience Required:	4 years of direct experience related to strength based therapeutic crisis management and support with SED or similar populations.
Degree:	Bachelor’s Degree
Minimum Education:	Bachelor’s Degree
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

<p>In Home Community Behavioral Services</p> <p>5160</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 60.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>

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Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Formal training, on-going staff development or other documented course work related to strength based, therapeutic crisis management and support.

Transition Responsibility:

It is the responsibility of the provider and the CFT to also identify and link natural or community based supports in order to safely remove this service in a timely manner. Specific transition responsibilities are inclusive of training and coaching targeted skill sets in a manner where the youth and family can demonstrate the ability to apply applicable crisis prevention, de-escalation and management techniques without the support of formal care coordination services. Responsibilities are also inclusive of assisting the family in identify and incorporating family and other community based supports that the family can receive related support from post care coordination. These additional supports must be identified, engaged and formally incorporated into this effort. The above noted responsibilities must be formally targeted at the start of each case and related activities and progress must be specifically documented in progress notes and formally reviewed during the CFT process.

Functional Assessments 5180			
Current Agency Blended Rate:	\$ 76.80	Current Agency Waiver Rate:	N/A


Description: An evaluation for the purpose of determining treatment planning. Examples may include physical/occupational, or speech and language. Evaluation should result in the determination of diagnosis as well as determinations across multiple domains. The resulting report should identify the assessment tools utilized in the evaluation as well as the outcomes relative to each assessment tool and treatment recommendations.

NOTE: Service providers working under this code may not conduct chemical dependency or substance abuse evaluations.

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	Dependent on type of assessment/ evaluation. Should include licensure in applicable area (ex. OTR/L, P.T., SLP etc.)
Minimum Education:	In line with recognized NYSED, NYS OMH standards inclusive with above noted licensure standards.
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements.

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:
To be added


Crisis Respite 5203			
Current Agency Blended Rate:	\$ 30.00	Current Agency Waiver Rate:	N/A

Description: Worker will be able to provide supervision for a child who has been in crisis. This can be inside the home, school or in the community, to allow for temporary separation between the child and the family for a “cooling off” time. Provider will build the skills of the youth/parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible.

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	High School Diploma or equivalent
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:
To be added


Teacher Aide 5204			
Current Agency Blended Rate:	\$ 30.00	Current Agency Waiver Rate:	N/A

Description: A service delivered to an enrolled child during the school day to assist in preventing behavioral problems, which would result in disciplinary action being taken against the child or otherwise interfere with academic performance. **Must have plan for decrease over three months** unless deemed appropriate by team for continuance to maintain school placement. Teacher aides will communicate with parents, teachers and other supports to develop and implement a strength-based behavior modification plan to stabilize and improve academic functioning.

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	High School Diploma or equivalent
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:
To be added

Parent Skill Builder 5205			
Current Agency Blended Rate:	\$ 40.00	Current Agency Waiver Rate:	N/A


Description: Parent Skill Builder is primarily involved in providing support/training to the parents of the families enrolled in Care Coordination, as per Planned Actions agreed upon during the CFT process. Topics of training may include parenting, domestic skills or implementation of a behavior modification plan, all of which will recognize and develop family strengths and enable the family to prevent and/or reduce crises and improve family functioning. Provider will assist with building the skills of the parent and with the identification of natural supports to eliminate the need for the service or support as quickly as possible.

Please note. This is not a code for Family Advocacy Services. For Families requiring Family Advocacy, the CFT should secure that service under code 4655 Family Support.

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	High School Diploma or equivalent
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements.

Training Requirements:
Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:
It is the responsibility of the service provider and the CFT to help the family identify and link with natural or community based supports in order to safely remove this service in a timely manner. Other specific transition responsibilities may include training and coaching of skill sets that build upon existing family strengths, while targeting CFT identified needs. Delivering this service in a way that allows the family to demonstrate their existing and new or emerging skills with increased independence from the service provider and care coordination as the process moves forward. The provider is also responsible for specifically documenting progress towards skill transfer and full transition at CFT meetings and in progress notes.


Recreation 5207			
Current Agency Blended Rate:	\$ 30.00	Current Agency Waiver Rate:	N/A

Description: Recreation aide engaged primarily in supporting recreational activities for the identified child and/or their siblings to promote self- directed social and other skills development, as identified by the family.

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	High School Diploma or equivalent
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements.

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:
To be added


<p>Supported Work 5208</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 30.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>

Description: Administers job or career-related assessments, interest inventories and provides training programs that recognize and develop strengths and interests. Training will include appropriate employment skills, career planning, and job placement including supportive work environments for youths, and/or family members, who require intervention and support on the job. This could occur in a group setting or one-on-one.

<p>Qualifications</p>	
<p>Experience Required:</p>	<p>Experience working with at risk youth and parents, care givers of same.</p>
<p>Degree:</p>	<p>High School Diploma or equivalent</p>
<p>Minimum Education:</p>	<p>High School Diploma or equivalent</p>
<p>Other:</p>	<p>Valid NYS Driver’s License and must pass all required background checks and clearance requirements.</p>

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:
To be added

Groups: Skillbuilding			
Current Agency Blended Rate:	\$ 16.00 per participant	Current Agency Waiver Rate:	N/A


Description: Involves one adult Skill Builder forming a relationship with a group of up to 3 young people. The Skill builder assumes the role of leader and makes a commitment to meet regularly with the group over an established period of time. Most interaction is guided by the session structure/ goals, as identified by each youth’s respective CFT/ Plan of Care. The sponsoring mentoring, skill builder program may target goals from the Plans of Care, assign certain activities that the group must participate in, or (as per program structure) the mentor, skill builder may choose or design appropriate activities, intended as teaching exercises. The Vendor Supervisor and the Care Coordinator(s) must ensure that the group’s activities relate directly to the plan of care.

NOTE: 3:1 Youth Participant to Adult Service Provider Ratio is Required

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same.
Degree:	High School Diploma or equivalent
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:
To be added


Skill Builder: Daily Living 5211			
Current Agency Blended Rate:	\$ 40.00	Current Agency Waiver Rate:	N/A

Description: Skill building services support, teach, guide, mentor, coach and provide *functional* skill training to the identified child/ adolescent, family members and/or natural supports. Skill building assignments or Planned Actions are pre-determined and assigned through the Child, Family Team Process (CFT) and must tie directly back to the Plan of Care (POC). Skill building services are to be delivered in the context of supporting functional POC transition goals in a strength based, culturally competent and developmentally appropriate manner. Skill builder will collaborate with appropriate clinical services, as directed by CFT. Where appropriate, Skill builder will utilize steps and methods as noted within curriculum found in Skill Building Resource Bank material. As requested by the Care Coordinator and CFT, a Life Skills Assessment should be part of the service provided under this service code.

*This service targets the skill building domains of **Daily Living, Self-Care and Home Life**. Planned Actions to support skill building goals in this competency area would include skill building support around areas such as meal planning and preparation, cleaning, food storage, computer safety and internet basics, home maintenance, personal hygiene, self-care, pregnancy prevention, money management, etc.*

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same. Formal experience providing skill building training or similar services preferred.
Degree:	High School Diploma or Equivalent is required, although a Bachelor’s degree is preferred. Formal training in skill building related curriculums or programs is preferred.
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

<p>Skill Builder: <i>Daily Living</i> 5211</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 40.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>


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Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:

It is the responsibility of the service provider and the CFT to help the family identify and link with natural or community based supports in order to safely remove this service in a timely manner. Other specific transition responsibilities may include training and coaching of skill sets that build upon existing client and family strengths, while targeting CFT identified needs. Delivering this service in a way that allows the client and family to demonstrate their existing and new or emerging skills with increased independence from the service provider and care coordination as the process moves forward. The provider is also responsible for specifically documenting progress towards skill transfer and full transition at CFT meetings and in progress notes.


Skill Builder: <i>Social Skills</i> 5212			
Current Agency Blended Rate:	\$ 40.00	Current Agency Waiver Rate:	N/A

Description: Skill building services support, teach, guide, mentor, coach and provide **functional** skill training to the identified child/ adolescent, family members and/or natural supports. Skill building assignments or Planned Actions are pre-determined and assigned through the Child, Family Team Process (CFT) and must tie directly back to the Plan of Care (POC). Skill building services are to be delivered in the context of supporting functional POC transition goals in a strength based, culturally competent and developmentally appropriate manner. Skill builder will collaborate with appropriate clinical services, as directed by CFT. Where appropriate, Skill builder will utilize steps and methods as noted within curriculum found in Skill Building Resource Bank material. As requested by the Care Coordinator and CFT, a Life Skills Assessment should be part of the service provided under this service code.

*This service targets the skill building domains of **Social Relationships and Communication**. Planned Actions to support skill building goals in this competency area would include skill building support around areas such as Developing and maintaining healthy relationships, cultural and community connections with caring adults, cooperation, healthy physical and emotional development, conflict resolution, communication with family, and communication in school or at work, anger management techniques, coping skills, etc.*

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same. Formal experience providing skill building training or similar services preferred.
Degree:	High School Diploma or Equivalent is required, although a Bachelor’s degree is preferred. Formal training in skill building related curriculums or programs is preferred.
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

<p>Skill Builder: <i>Social Skills</i> 5212</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 40.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>


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Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:

It is the responsibility of the service provider and the CFT to help the family identify and link with natural or community based supports in order to safely remove this service in a timely manner. Other specific transition responsibilities may include training and coaching of skill sets that build upon existing client and family strengths, while targeting CFT identified needs. Delivering this service in a way that allows the client and family to demonstrate their existing and new or emerging skills with increased independence from the service provider and care coordination as the process moves forward. The provider is also responsible for specifically documenting progress towards skill transfer and full transition at CFT meetings and in progress notes.


Skill Builder: Career/Education Skills 5213			
Current Agency Blended Rate:	\$ 40.00	Current Agency Waiver Rate:	N/A

Description: Skill building services support, teach, guide, mentor, coach and provide **functional** skill training to the identified child/ adolescent, family members and/or natural supports. Skill building assignments or Planned Actions are pre-determined and assigned through the Child, Family Team Process (CFT) and must tie directly back to the Plan of Care (POC). Skill building services are to be delivered in the context of supporting functional POC transition goals in a strength based, culturally competent and developmentally appropriate manner. Skill builder will collaborate with appropriate clinical services, as directed by CFT. Where appropriate, Skill builder will utilize steps and methods as noted within curriculum found in Skill Building Resource Bank material. As requested by the Care Coordinator and CFT, a Life Skills Assessment should be part of the service provided under this service code.

*This service targets the skill building domains of **Work, Career and Education Planning, Study Skills.** Planned Actions to support skill building goals in this competency area would include skill building support around areas such as knowing and understanding why and how to do homework, accessing resources to improve educational outcomes, searching for employment, interviewing for a job, time management, problem solving for school or work issues , career exploration assessments etc.*

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same. Formal experience providing skill building training or similar services preferred.
Degree:	High School Diploma or Equivalent is required, although a Bachelor's degree is preferred. Formal training in skill building related curriculums or programs is preferred.
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements.

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

<p>Skill Builder: <i>Career/Education Skills</i> 5213</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 40.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>


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Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:

It is the responsibility of the service provider and the CFT to help the family identify and link with natural or community based supports in order to safely remove this service in a timely manner. Other specific transition responsibilities may include training and coaching of skill sets that build upon existing client and family strengths, while targeting CFT identified needs. Delivering this service in a way that allows the client and family to demonstrate their existing and new or emerging skills with increased independence from the service provider and care coordination as the process moves forward. The provider is also responsible for specifically documenting progress towards skill transfer and full transition at CFT meetings and in progress notes.


Behavioral Management Services 5240			
Current Agency Blended Rate:	\$ 40.00	Current Agency Waiver Rate:	N/A

Description: Behavioral strategy program provided to teachers, parents, and children or any other supports by a trained mental health professional designed to ensure safety, increase positive behaviors.

Qualifications	
Experience Required:	Experience working with at risk youth and parents, care givers of same. Formal experience providing skill building training or similar services preferred.
Degree:	High School Diploma or Equivalent is required, although a Bachelor's degree is preferred. Formal training in skill building related curriculums or programs is preferred.
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements.

Training Requirements:
Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:
To be added

<p>Crisis Overnight Respite Services — 5300 (Compass House)</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 229.88/day</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>

Description: Crisis Overnight Respite Services provide immediate short-term respite intervention designed to assist children and families when they are in crisis. The service is *time-limited* and only utilized as an intervention until crisis resolution and linkages are made with other appropriate services or natural supports. **This Service is not for pre-planned traditional overnight respite needs.** Crisis respite workers assist in facilitating the safety plan’s identified intervention (developed by Child and Family Team) while the youth is receiving their services. Intended Outcome of this service: Crisis de-escalation, youth returns to a safe environment.

5300 Crisis Overnight Respite Services is currently only provided by Compass House


<p>Qualifications</p>	
<p>Experience Required:</p>	<p>Experience providing direct services, or providing linkage to services, for children with one or more of the following primary diagnoses: mental illness, alcoholism, chemical dependency or substance abuse.</p>
<p>Degree:</p>	<p>Candidate may also qualify by meeting the qualifications for the NYS OMH Intensive Case Manager position.</p> <p>Qualifying experience may be pre-or post-degree.</p>
<p>Minimum Education:</p>	<p>A Bachelor’s degree in a related field, or a NYS Teacher Certificate.</p>
<p>Other:</p>	<p>Must pass all required background checks and clearance requirements.</p>


Training Requirements:


Prior to CSOC activation, staff must complete the FVN/ SOC on-line Training. Complete internal Compass House Training provided to staff: Safety and emergency procedures (including first aid), HIV awareness and education, Case Records, Confidentiality of Information, Youth development and youth issues, Child abuse prevention and reporting requirements, Suicide prevention, Runaway and homeless youth regulations.


Transition Responsibility:

To be added

<p>Crisis Residential Beds 5301 (NYS Licensed Facility)</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 189.59/day</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>
<p>Description: A residential program that provides urgent stabilization and assessment services to children/youth up to 30 days. Youth are at high risk in current living situation. Highly trained staff with medical/psychiatric back-up supervises the placement.</p>			
<p>Qualifications</p>	<p>NYS Licensed Facility</p>		

<p>Residential Treatment Center 5340 (NYS Licensed Facility)</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 160.19/day</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>
<p>Description: A residential program that provides urgent stabilization and assessment services to children/youth up to 30 days. Youth are at high risk in current living situation. Highly trained staff with medical/psychiatric back-up supervises the placement.</p>			
<p>Qualifications</p>	<p>NYS Licensed Facility</p>		

<p>Group Home Care 5400 (NYS Licensed Facility)</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 146.22/day</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>
<p>Description: A short term overnight community respite facility in a safe supervised and home like environment.</p>			
<p>Qualifications</p>	<p>NYS Licensed Facility</p>		

Juvenile Justice Stabilization Support 5510			
Current Agency Blended Rate:	\$ 70.00	Current Agency Waiver Rate:	N/A

Description: This service will provide stabilization support to youth and their families; it will target specific pre-identified risk factors that increase the youths likelihood of further system penetration at the time of referral. The provider will be assigned tasks via Planned Actions to support stabilization for the youth/family and reduce risk in up to 3 of the following domain areas:

- Family
- Runaway
- Substance Abuse
- School
- Mental Health
- Community
- Behavior
- Court Involvement

Provider must be flexible with scheduling and available to provide intensive service between stabilization and the move to a traditional CFT/wrap process.

When provided with 24 hour service request notice from the CCA: It will be expected that the vendor will accompany the Care Coordinator and complete assigned tasks at the CC's initial face to face visit.

If 24 hour notice cannot be provided by the CCA then:

1. VA Supervisor will have vendor available for initial visit, if possible **OR**
2. CCA and VA can agree upon a different start time for this service within the 20 hour window, if that is satisfactory with all parties.

As with all service provision, immediate family emergency, sudden illness or "Act of God" may be a last minute barrier. In this instance the VA Supervisor will attempt to assign alternate or will assist in trying to locate an alternate from within the network pool of providers for this service.


This service may include (but is not limited to):

- Conflict Resolution Facilitation
- Anger Management Technique Teaching and Coaching
- Behavior Management and Crisis/Safety Planning Development, Implementation, Modification and Live Coaching
- Family Education, information and referral assistance regarding available community options for Substance Abuse Support/ Counseling
- Shared Crisis Response duties during pre-determined timeframes during stabilization period
- Vendor will complete a summary or other report (with zero billable hours) using the ECCSOC template for monthly reports **7 Business Days PRIOR to the next court date.** Vendor may not participate in the court process or be present in court with the family
- Other as assigned

Additional Communication Expectation:


The vendor will communicate directly with other stabilization team members and the Care Coordinator, minimally once per week during stabilization period. This may occur via phone or face to face contact. (READING PROGRESS NOTES DOES NOT MEET THIS EXPECTATION)

SEE NEXT PAGE FOR QUALIFICATIONS, TRAINING, & TRANSITION RESPONSIBILITY

Juvenile Justice Stabilization Support 5510			
Current Agency Blended Rate:	\$ 70.00	Current Agency Waiver Rate:	N/A

Qualifications	
Experience Required:	<ul style="list-style-type: none"> 4 years of direct, documented experience working with youth/families involved with Juvenile Justice and Mental Health. A minimum of 3 months experience with ECCSOC Care Coordination OR A minimum of 1 year experience in other related and documented community based service (ie, B2H, Preventive Services, etc.)
Degree:	Bachelors degree in a related field
Minimum Education:	Bachelors degree in a related field
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements

<p>Training Requirements:</p> <p>Prior to CSOC activation, staff must complete the following:</p> <ul style="list-style-type: none"> FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. QPR Suicide Awareness and Prevention: Gatekeeper Training Current Training and documented experience using and coaching Conflict Resolution Training and demonstrated ability to develop, coach and facilitate the implementation of Crisis/ Safety Plans in collaboration with Child and Family Team Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items. <p>Transition Responsibility:</p> <p><i>To be added</i></p>
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<p align="center">Juvenile Justice Stabilization Mental Health Screening 5512</p>			
<p>Current Agency Blended Rate:</p>	<p>\$ 80.00</p>	<p>Current Agency Waiver Rate:</p>	<p>N/A</p>

Description: This service will provide a Mental Health Screening to youth and their families. This service will target the specific pre-identified risk factors in the domain of Mental Health, which has been identified by FST, JDST or Probation as a high priority need to reduce the youths likelihood of higher system involvement at the time of referral.

Provider must be flexible with scheduling and availability to conduct and complete a mental health screening within 7 calendar days from Planned Action assignment.

Location options may include:

- Home
- School
- Alternate Location

This service will also be available for CFT consult, during the stabilization period, and through episode close if needed.

If the identified youth is not available during the pre-arranged screening time(s) that the family agreed to, then the next appointment will be scheduled within 24 hours of the youth becoming available. Turnaround time will need to be modified to a number of calendar days reasonably negotiated between the provider and the care coordinator.


This service may include (but is not limited to):

- Engagement with the youth’s legal caregivers and family, within 7 days from the receipt by the Care Coordinator (not the Vendor Agency) of the referral/assignment
- Outstanding Mental Health information gathering and reporting for referral source and CCA
- Family Education regarding Mental Health areas that may be impacting the prioritized stabilization risk domain(s)
- Suicide Screening
- Vendor will complete a summary or other report (with zero billable hours) using the ECCSOC template for monthly reports **7 Business Days PRIOR to the next court date.** Vendor may not participate in the court process or be present in court with the family
- Other as assigned

Additional Communication Expectation:

The vendor will communicate directly with other stabilization team members and the Care Coordinator, minimally once per week during stabilization period. This may occur via phone or face to face contact. (READING PROGRESS NOTES DOES NOT MEET THIS EXPECTATION)

SEE NEXT PAGE FOR QUALIFICATIONS, TRAINING, & TRANSITION RESPONSIBILITY

Juvenile Justice Stabilization Mental Health Screening 5512			
Current Agency Blended Rate:	\$ 80.00	Current Agency Waiver Rate:	N/A

Continued from previous page:


Qualifications	
Experience Required:	<ul style="list-style-type: none"> Documented experience providing therapy, diagnostic assessments, and/or mental health screenings with Juvenile Justice, Mental Health Impacted Youth. A minimum of 3 months experience with ECCSOC Care Coordination OR A minimum of 1 year experience in other related and documented community based service (ie, B2H, Preventive Services, etc.)
Degree:	<p>Masters degree with current active New York State Office of Professions FULL Licensure to engage in clinical mental health practice (i.e., LCSW, LMHC, LCAT, LMFT, etc.)</p> <p>-Must remain in compliance with the required staff development and supervision hours needed to maintain credentialing. It is the responsibility of the of this provider to inform their vendor agency supervisor if they lose or have a lapse in licensure. The vendor agency must inform CCNY of the issue within 2 days from notification. Independent clinical vendors must inform CCNY within 2 business days of notice regarding loss of license certification.</p>
Minimum Education:	Masters degree in a related field
Other:	<p>Valid NYS Driver's License and must pass all required background checks and clearance requirements</p> <p>Clinical Supervision Requirement: Documented active supervision by a licensed clinical professional, recognized by NYSED, NYS OMH or similar regulatory bodies (i.e., APT EMDRIA, AATA, etc.) as qualified to provide clinical supervision.</p>

Training Requirements:

Prior to CSOC activation, staff must complete the following:

- FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training.
- On-going, as applicable, per licensure/certification body (i.e. AATA, APT, EMDRIA, Etc.)
- QPR Suicide Awareness and Prevention: Gatekeeper Training
- Current Training and documented experience using and coaching Conflict Resolution
- Training and demonstrated ability to develop, coach and facilitate the implementation of Crisis/ Safety Plans in collaboration with Child and Family Team
- Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.


Transition Responsibility: *To be added*

Tutoring 5523			
Current Agency Blended Rate:	\$ 40.00	Current Agency Waiver Rate:	N/A

Description: Tutoring is for youth who require academic support in the community and are enrolled in either regular or special education, and whose school district does not already provide or offer tutoring in the needed subject area. This service may be provided to a youth who is enrolled, suspended, or a student preparing for GED. Please note that this service may only be approved once a CFT has communicated with the home school district and confirmed that access to this service is unavailable. In addition, natural and community based supports should be thoroughly assessed for academic support prior to the approval of this service. The CFT progress notes should reflect assessment of district and community based options. The provider of this service must be proficient in providing academic support in the identified client’s specific course areas of need.

Qualifications	
Experience Required:	Experience working with at risk youth and Parents, Care Givers of same.
Degree:	<ol style="list-style-type: none"> 1. Associates Degree with valid NYSED Teacher Assistant Certification combined with current employment with a school district or NYSED recognized academic tutoring/ support program. 2. Current, active enrollment in a Bachelor’s or Master’s level Teacher Education Program, combined with current, or history of good standing in, fulltime, part time or per diem employment as a Teacher, Teacher Assistant or Substitute Teacher. 3. Enrolled in Bachelor’s or Master’s level Teacher Education Program with active, supervised internship. 4. Master’s level graduate with provisional or full certification, in good standing. 5. Retired or similar Master’s level Certified Teacher or Teacher Assistant with NYSED certification ,whose certification was in good standing at the time of separation from employment. 6. Career professionals who do not meet the above criteria but are specific curriculum content experts <u>currently under the supervision and employ of a recognized Tutoring program or agency.</u> <p><i>Please note that NYSED requirements, definitions related to any of the above may be substituted with similar state regulatory body for those who have recently relocated to NYS, upon formal verification completed by the hiring vendor agency. Please note that Teacher Assistant Certification is a formal designation under NYSED. <u>Teacher Aid is not recognized the same as Teacher Assistant under NYSED guidelines.</u></i></p>

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY

Tutoring 5523			
Current Agency Blended Rate:	\$ 40.00	Current Agency Waiver Rate:	N/A


Minimum Education:	Associates degree or higher that is that is current with NYS standards, regulations as per applicable degree, certification or similar as per above noted categories.
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements

Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:


It is the responsibility of this service provider to support the post care coordination transition plan of the family and larger CFT via closely adhering to Plan of Care goals and Planned Action directives. Progress notes must be clear and specific as to academic goals being pursued and methods being utilized. It is also the responsibility of this provider to communicate with the identified client’s home school district and align their instruction in a manner that is most reasonably consistent with district expectations. Transition responsibilities also include identifying and working with natural supports and/or community based supports that can assist with or assume lead provision of academically based client needs both during and post care coordination.

Parent Skills Training - Group 5529			
Current Agency Blended Rate:	\$ 18.00 per family per hour	Current Agency Waiver Rate:	N/A

Description: This service may only be used once a CFT has approved and after natural and community based supports have been assessed for comparable training opportunities prior to the approval of this service. This parent training will provide structured group activities designed to increase the ability of families and children to be successful in the home and community. Parent training groups involve an evidence based curriculum and/or a defined set of cultural experiences that will promote useable learning. Parent training groups may or may not include direct involvement of children in the sessions. Parent training must include pre and post evaluation, which will be shared with family and Care Coordination. Group training sizes will differ according to curriculum, so minimum enrollment sizes should be verified prior to registration (and PA development).

Qualifications	Facilitated by a Certified Instructor in the training model and curriculum being used.
Experience Required:	Instructor will have completed a recognized “Train the Trainer” program for specific evidence based curriculum being offered. Experience and/or education as a group facilitator or instructor with at risk youth and caregivers/parents of same. Certification is maintained as required by curriculum standards.
Degree:	Associate’s Degree or higher is preferred
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements.

SEE NEXT PAGE FOR TRAINING & TRANSITION RESPONSIBILITY


Parent Skills Training - Group 5529			
Current Agency Blended Rate:	\$ 18.00 per family per hour	Current Agency Waiver Rate:	N/A

Training Requirements:

Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Current training certification in evidence based curriculum is required. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:

It is the responsibility of this service provider to support the post care coordination transition plan of the family and larger CFT. Progress notes must be clear and specific as to parenting goals being pursued and methods being utilized. Parent training will increase the family's ability to experience healthy, caring relationships within the home, school, and community. Transition responsibilities also include identifying and working with natural supports and/or community based supports for any needed ongoing services.


Community Supervision			
Current Agency Blended Rate:	\$ 40.00	Current Agency Waiver Rate:	N/A

Description: Contact by a trained professional, either ongoing or for a limited period, designed to monitor specific objectives or performance on an at least weekly basis. The primary goals of supervision are to ensure the safety of the recipient and others and to build competencies that can reduce the level of crisis for the youth, and reduce involvement with juvenile justice, PINS, probation, etc. Provider will build the skills of the youth/parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible.

Qualifications	
Experience Required:	Experience working with at risk youth and Parents, Care Givers of same. Related experience with youth at risk for involvement with the Juvenile Justice System.
Degree:	High School Diploma or GED with 4 + OR BA/BS + 2years <u>related experience with youth at risk for involvement with the Juvenile Justice system.</u>
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility: *To be added*


Rise & Shine 5531			
Current Agency Blended Rate:	\$ 40.00	Current Agency Waiver Rate:	N/A

Description: Service provides face-to-face supervision, prior to scheduled school day, for identified youth in household who present with high-risk truancy behaviors. Service requires communication with school personnel if client is unwilling to attend school, and may also include transportations and/ or escort to school. Provider will build the skills of the youth/parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible

Qualifications	
Experience Required:	Experience working with at risk youth and Parents, Care Givers of same.
Degree:	High School Diploma or equivalent
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements

Training Requirements:
Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility:
Provider will build the skills of the youth/parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible.


Group Recreation 5535			
Current Agency Blended Rate:	\$ 12.80 per participant	Current Agency Waiver Rate:	N/A

Description: A service for a group of youth to provide support, guidance, nurturing, and promote social skills development, in a group setting.

Qualifications	
Experience Required:	Experience working with at risk youth and Parents, Care Givers of same.
Degree:	High School Diploma or equivalent
Minimum Education:	High School Diploma or equivalent
Other:	Valid NYS Driver's License and must pass all required background checks and clearance requirements

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility: *To be added*


Community Interpreter			
Current Agency Blended Rate:	\$ 30.00	Current Agency Waiver Rate:	N/A

Description: Services provided for a child and family in the family’s preferred language. This service includes hearing impaired families. Community Interpreter assists the family with Child and Family Team meetings, accessing system and community services, and other day-to day language barriers (i.e. translating school notices, children's homework, etc). Provider will build the skills of the youth/ parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible.

Qualifications	
Experience Required:	Experience working with at risk youth and Parents, Care Givers of same.
Degree:	High School Diploma or equivalent, Documented completion of training for interpretation (i.e. International Institute of Buffalo)
Minimum Education:	High School Diploma or equivalent, Documented completion of training for interpretation (i.e. International Institute of Buffalo)
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility: *To be added*


Professional Translation			
Current Agency Blended Rate:	\$ 70.00	Current Agency Waiver Rate:	N/A

Description: Services provided when the Child and Family are Limited English Proficient (LEP) and require a translator to convert written information to the client’s preferred language of communication. Agency documents that require translation (Client’s Rights, HIPAA Regulations, Releases, Client Surveys, Brochures....) are considered Administrative costs to be covered by the CC Agency, and not the CFT. The translator will provide documentation in electronic & written form to the Care Coordinator and Family members. Documentation may include the following: The Plan of Care, the Crisis (Safety) Plan, medical, legal, education, etc.

Qualifications	
Experience Required:	Related translation experience.
Degree:	Documentation of training in translation by an appropriate organization (i.e. International Institute of Buffalo). Translator should be proficient in identified language and specific area (such as Medical, Legal, and Education).
Minimum Education:	Documentation of training in translation by an appropriate organization (i.e. International Institute of Buffalo). Translator should be proficient in identified language and specific area (such as Medical, Legal, and Education).
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility: *To be added*

Transporation Ser- vices– Hourly 5570			
Current Agency Blended Rate:	\$ 25.00	Current Agency Waiver Rate:	N/A

Description: A vendor agency staff member that is hired to drive a client or family member(s) to an assigned destination. Provider will build the skills of the youth/parent or assist in the identification of a natural support to eliminate the need for the service or support as quickly as possible.

Qualifications	
Experience Required:	Experience working with at risk youth and Parents, Care Givers of same. Other Experience as per Vendor Agency policy.
Degree:	Per Vendor Agency policy
Minimum Education:	NYS Driver’s License in good standing
Other:	Valid NYS Driver’s License and must pass all required background checks and clearance requirements

Training Requirements:
 Prior to CSOC activation, staff must complete the FVN/ SOC on-line and 3 Day Live, New Vendor Initial Training. Other as assigned by home agency or as identified by FVN or NYS OMH as part of any related Quality Improvement or regulatory action items.

Transition Responsibility: *To be added*

<p>Basic Household Needs</p> <p>9000</p>	
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Description: Funds allocated by the Child & Family Team (CFT) for food, rent, utilities, furniture, etc. that are necessary to maintain the child and family safely in the home. These 9000 Funds are only to be used on an emergency basis after the CFT has made every reasonable effort and exhausted all other family, community and system options to meet the need. **Exploration of alternative options must be documented in the progress notes.**

Transition Responsibility: It is the responsibility of the CFT to determine a plan and develop skills to prevent the emergency in the future, while also developing a plan for the family to meet this need without 9000 fund support. **Progress and action steps related to this transition should be documented specifically in the progress notes.**

<p>Clothing, Personal Needs</p> <p>9001</p>	
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Description: Funds allocated by the Child & Family Team (CFT) for clothing and personal items required to safely maintain the child and family in the home and / or support normalization. These 9001 Funds are only to be used on an emergency basis after the CFT has made every reasonable effort and exhausted all other family, community and system options to meet the need. 9001 funds can only be used to support successful completion of Plan of Care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9001 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p style="text-align: center;">Transportation 9002</p>	
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Description: Funds allocated on a time limited basis by the CFT for client or family member transportation that is necessary to support the successful completion of Plan of Care goals. In rare circumstances, these funds may also be used to overcome geographic barriers for service provision approved in the CFT. These 9002 Funds are only to be used on an emergency basis after the CFT has made every reasonable effort and exhausted all other family, community and system options to meet the need. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9002 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p style="text-align: center;">Health/ Mental Health 9003</p>	
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Description: Funds allocated by the CFT for the payment of health services, medications, evaluations and other medical/mental health needs not covered by insurance for the child or family members. These 9003 Funds are only to be used on after the CFT has explored alternate options. 9003 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9003 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p>Educational/Vocational 9004</p>	
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Description: Funds allocated by the CFT for child and/or other family member expenses specific to attaining educational/vocational goals, e.g. resume services, educational assessments, services or related activities and that can be sustained by the family once Care Coordination is no longer in place. These 9004 Funds are only to be used after the CFT has explored alternate options. 9004 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9004 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p>Camp 9005</p>	
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Description: Funds allocated by the CFT for camp participation for the child and/or other family members and that can be sustained by the family once Care Coordination is no longer in place. These 9005 Funds are only to be used after the CFT has explored alternate options. 9005 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9005 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

**Community Rec.
Memberships/Expenses
9006**



Description: Funds allocated by the CFT for the promotion of involvement in social and/or recreational activities coordinated by local community centers where membership fees are charged (i.e. YMCA, Boys and Girls Club, etc.), and that can be sustained by the family once Care Coordination is no longer in place. These 9006 Funds are only to be used after the CFT has explored alternate options. 9006 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9006 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

**Hobbies
9007**



Description: Funds allocated by the CFT for the promotion of healthy self-directed social, therapeutic and/or leisure skills that can be sustained by the family once Care Coordination is no longer in place. These 9007 Funds are only to be used only after the CFT has explored alternate options. 9007 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9007 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

**Outings/ Socialization
Activities
9008**



Description: Funds allocated by the CFT for age appropriate social outings. This can include admission fees, snacks activities and incentives. The plan for use of 9008 funds should be discussed with the CFT and respect family culture and parental wishes. Sustainability post Care Coordination should also be considered. Activities that can be sustained by the family should be given priority. These 9008 Funds are only to be used after the CFT has explored alternate options. 9008 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9008 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

**Holiday/Special
Occasion Expenses
9009**



Description: Funds allocated by the CFT for recognition and celebration of life events, holidays or accomplishments. The plan for use of 9009 funds should be discussed with the CFT and respect family culture and parental wishes. Sustainability post Care Coordination should also be considered .These 9009 Funds are only to be used only after the CFT has explored alternate options. 9009 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: As applicable, it is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9009 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p style="text-align: center;">Behavior Modification Program 9010</p>	
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Description: Funds allocated by the CFT for rewards in a behavior modification program and that can be sustained by the family once Care Coordination is no longer in place. These 9010 Funds are only to be used only after the CFT has explored alternate options. 9010 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9010 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p style="text-align: center;">Child Care 9011</p>	
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Description: Funds allocated by the CFT for child care services while the parent(s) are unavailable to supervise the children and that can be sustained by the family once Care Coordination is no longer in place. These 9011 Funds are only to be used on after the CFT has explored alternate options. 9011 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9011 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p>Other Miscellaneous 9012</p>	
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Description: Funds allocated by the CFT for anything that does not fit into any other category of discretionary funds, used only after community resources have been explored or have been exhausted and that can be sustained by the family once Care Coordination is no longer in place. These 9012 Funds are only to be used after the CFT has explored alternate options. 9012 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes. Review of all other 9000 codes must take place prior to the use of 9012 for best fit.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9012 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p>Legal 9013</p>	
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Description: Funds allocated by the CFT for legal services for the child or family members and that can be accessed by the family once Care Coordination is no longer in place. These 9013 Funds are only to be used on after the CFT has explored alternate options. 9013 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9013 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p style="text-align: center;">Translation 9014</p>	
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Description: Funds allocated by the CFT for translation services for the child or family members and that can be accessed by the family once Care Coordination is no longer in place. These 9014 Funds are only to be used on after the CFT has explored alternate options. 9014 funds can only be used to support the successful completion of plan of care goals. Exploration of alternative options must be documented in the progress notes.

Transition Responsibility: It is the responsibility of the CFT to determine a plan, identify natural, community resources and develop the skills to adequately meet this need in the future without 9014 fund support. Progress and action steps related to this transition should be documented specifically in the progress notes.

<p style="text-align: center;">CFT Refreshments 9015</p>	
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Description: Funds allocated by the CFT for food and refreshments during a CFT.

Appendix A



Family Peer Advocate

I. Information The Family Peer Advocate demonstrates knowledge in the following areas:

A. Developmental Issues

Basic stages in child, and adolescent development

Developmental and learning delays

Child and adolescent mental health and the impact of mental illness on the child and family

Adolescent development and how development affects parenting

Recovery and the principles associated with wellness

B. Family Relationships

Developmental stages of parenting and family life

Appropriate and effective communication within families

Differences between healthy and unhealthy family interactions

C. Family Support and Parenting Education

Philosophy and goals of the Home and Community Based Services Waiver

Value of child and family involvement in the development and implementation of the ISP

Child and Adolescent Service System Program (CASSP) core principals

Strength-based, family empowerment approach to family support work

Effective, creative methods for engagement and retention of participants in support groups

Group process and facilitation skills

Parent educational opportunities including parent/professional partnership and collaboration, parenting skills and individual rights and responsibilities of the child and family

D. Providing Guidance

Guidance techniques such as responsiveness, active listening, creating a safe environment, setting limits, goal-setting, role modeling, and dealing with anger and other emotions – and how to model these techniques for parents

Strategies parents can use to encourage character development and self-control

Community resources available to provide families the opportunity to socialize and link w/ natural supports

Appendix A



Family Peer Advocate

Information The Family Peer Advocate demonstrates knowledge in the following areas:

E. Health and Safety

Essential components of safe and healthy physical and emotional environments for families
Signs and symptoms of mental illness in family members, such as depression in mothers, trauma, psychosis, substance abuse

Suicide prevention and referral protocols

Resources in the community for victims of domestic violence

Child and family Safety Alerts Plan and strategies for talking about health and safety issues with families

Importance of healthy diet, nutrition, and physical activity for individual and families health and well-being

F. Relationships Among Family, School, and Community

HCBS Waivers philosophy to provide services in the home and in the community, making full use of natural supports

Roles of the community, including formal social institutions (e.g., schools, churches) and the informal social network (e.g., families, friends), in nurturing, protecting, and supporting families

Advocacy in the community on behalf of children and families – including how parents can be advocates for their own children

Methods to help families identify and access financial and social resources in their communities

Child and family rights under the Individuals with Disabilities Education Act (IDEA) and NY State Education regulations regarding Special Education including the IEP and 504 process (Part 200)

Appendix A



Family Peer Advocate

II. Cultural Competence

The FPA practices cultural competency as indicated by demonstrating:

- Respect and appreciation for diversity in families
- Non-judgmental approaches to working with families whose background and/or current circumstances are different from their own
- Valuing of intergenerational relationship to family life and child-rearing
- Sensitivity to cultural and ethnic norms
- Recognition of strengths in culturally driven parenting patterns and approaches to discipline
- Acknowledgement and ability to address culturally driven barriers to engagement
- Skills in linking children and families to culturally relevant community resources
- Provision of assistance to children and families in addressing stigmatization and/or discrimination

III. Tasks And Skills

The FPA demonstrates competency in performing the following tasks:

A. Personal Safety

- Identifies predictors of violence in the home and community
- Follows safety procedures of HCBS provider
- Understands and implements the Safety Alerts Plan
- Sets and maintains professional boundaries and limits

B. Engagement of Child and Family Empowerment and Partnership with Child and Family:

- Identifies child and family strengths and utilizes community supports to further develop these strengths
- Actively engages families in support groups and social activities
- Offers family activities to alleviate sense of isolation and build natural supports
- Partners with child and family in attaining goals identified in the service plan

C. Building relationships with children and families that facilitate trust and communication:

- Communicates clearly and accurately to define expectations of FSW role
- Frequently offers families positive and constructive feedback
- Communicates empathically to demonstrate understanding
- Advocates in the community on behalf of the child and family when requested
- Supports the child and family's personal advocacy efforts
- Demonstrates sensitivity to family's cultural and ethnic background
- Respects confidentiality

Appendix A



Family Peer Advocate

III. Tasks And Skills

The FPA demonstrates competency in performing the following tasks:

D. Collaboration

Collaborates, throughout Waiver enrollment, with the ICC to gain and share information on the families progress toward service plan goals

Collaborates with child and family to work toward achieving the goals indicated in the service plan

Collaborates with community supports to remain informed of resources available to meet the needs of HCBS Waiver families

Functions as a member of the HCBS Waiver team by attending service plan reviews, agency and interdisciplinary team meetings as required

E. Service Plan and Documentation Requirements

Communicates clearly in written form

Completes and submits Progress Notes per Waiver guidelines

Relates each progress note to specific goals and objectives

Completes all Medicaid billable information

Follows HCBS Waver agency procedures for documenting and tracking utilization of flex dollars

Fulfillment of Requirements

Adheres to NYS and agency requirements (e.g., HIPPA and ethical guidelines)

Completes all required training (see 300.5 of Waiver Guidance Document)

Attends agency and interdisciplinary team meetings as required