



LICENSING INTENSIVE CARE COORDINATION GUIDANCE

This guidance document is designed to help Intensive Care Coordination (ICC) programs work within DBHDS regulations and is not intended to replace or supersede program regulations. Programs should also be familiar with the policies developed by the State Executive Council for Intensive Care Coordination.

Definition

Intensive Care Coordination shall include coordinating necessary services provided to a youth and his/her family. ICC is provided for the specific purpose of maintaining the youth in, or transitioning the youth to, a family-based or community based setting. Intensive Care Coordination Services are characterized by activities that extend beyond regular case management services that are within the normal scope of responsibilities of the public child serving systems and that are beyond the scope of services defined by the Department of Medical Assistance Services as “Mental Health Case Management.”

Service Requirements

ICC shall include the following activities which shall be documented in the case record:

- Specific orientation and engagement activities with the youth and family
- Development and documentation of at least one short-term Crisis Stabilization Plan and ongoing crisis stabilization activities, as necessary
- Completion and documentation of a Strengths, Needs and Culture Discovery (SNCD) within 40 days of the case opening.
- Updates to the SNCD as needed based on new information gathered or changes in the youth and/or family’s status.
- Identification, engagement, preparation and convening of the members of a High Fidelity Wraparound (HFW) Team as informed by the youth and family as evidenced by meeting minutes, the individualized plan of care, and progress notes.
- Facilitation of initial and ongoing family and team meetings according to the frequency and schedule determined by the team and High Fidelity Wraparound Facilitator and documented in meeting minutes and case notes.

- Development of an individualized and measurable strength-based plan of care that identifies and utilizes both formal and natural supports within 60 days of the case opening.
 - Development of a Crisis Prevention Plan that includes a measurement strategy and utilizes the principles of Functional Assessment, including prevention, early intervention, and intervention/response.
- Incorporation, as appropriate, of Family and Youth Support Partners in the ICC process as evidenced by meeting minutes and progress notes.
- Regular monitoring and adjustment of the plan of care based on ongoing youth and family feedback and the work of the HFW Team as evidenced by meeting minutes and progress notes.
- Face to face contact with the youth and family at least once every 30 days as evidenced by progress notes.
- Planning for transition of youth and family at the conclusion of the ICC process as evidenced by meeting minutes and progress notes.

Staff Qualifications

1. Staff members providing ICC shall possess a Bachelor's degree with at least two years of direct clinical experience providing children's mental health services to children with a mental health diagnosis. Staff also shall have completed training in the national model of "High Fidelity Wraparound" based on State Executive Council (SEC) requirements. Exceptions from the training requirement can be granted for newly hired staff pending their attendance at the next available training session.
2. Supervisors of ICC shall either be licensed mental health professionals (as defined in 12 VAC 35-105-20) or a Resident or Supervisee of the Virginia Board of Counseling, Psychology, or Social Work with specific clinical duties at a specific location pre-approved in writing by the applicable Board. Supervisors shall also have completed training in the national model of "High Fidelity Wraparound" as required by the SEC for supervisors and management.

Supervision

1. Clinical supervision shall be provided face to face at least once per week. All supervision must be documented to include the date, begin time, end time, topics discussed, and signature and credentials of the supervisor.