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## Overview

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The purpose of the Psychiatric Rehabilitation Progress Report is to demonstrate the effectiveness of rehabilitation services and the promotion of recovery in the lives of individuals. The purpose of these Specifications is to serve as a guiding document for submitting the necessary information in the quarterly Report. These are global specifications for all Contractors, so to avoid having multiple specification versions, there will only be one, therefore please only focus on those specifications that are applicable to your membership population.

### Timeframes

- MCO must complete and submit a Quarterly Psychiatric Rehabilitation Progress Report. All claims data will be reported on a 90 day lag\*\*\*:

<u>Submission:</u>	<u>Due to AHCCCS on:</u>	<u>Actual Data Reporting Period***:</u>
FFYQ1: Oct-Dec	January 15	July 1 through September 30
FFYQ2: Jan-Mar	April 15	October 1 through December 31
FFYQ3: Apr-Jun	July 15	January 1 through March 31
FFYQ4: July-Sept	October 15	April 1 through June 30

### General Instructions

- Some sections of this report ask that attendance records or other evidence be available upon request. These records do not need to be submitted with the report. However, the number of MCO Case Management Site staff in attendance must be included. Some trainings may have other agencies' staff in attendance (i.e. VR Counselors). You may include those individuals as an overall number, but make sure it is clear how many MCO Provider site staff were in attendance.
- A separate report will be completed by the MCO for each region covered.
- Include a cover page on each report, listing the MCO name, Regions Served, Federal Fiscal Year, and Quarter. This information will also be included in the footer on each page.

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## Definitions

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### *MCO Provider site*

This term refers to the integrated service agency/general service agency which is a licensed outpatient clinic providing case management and holding the comprehensive medical record. It can also be described as an MCO contracted licensed outpatient clinics providing ongoing case management and psychiatry.

### *Clinical Team / Adult Recovery Team*

Staff employed by the MCO contracted provider and supporting the individual in his/her recovery plan; which may include case managers, peer support/recovery support specialists, psychiatrists, employment specialists, etc...

### *Rehabilitation Services*

This refers to services provided by the and included in the AHCCCS Covered Behavioral Health Services Guide, Rehabilitation Services section (H2025/H2027).

## Methodology

### A. Specialized Vocational Training

Provider staff should be given the opportunity for more in depth trainings regarding how to actively engage members in rehabilitation services, as well as how to provide effective pre-vocational and vocational services. Please include the following vocational trainings offered: **Work Incentives/Disability Benefits 101** (WI/DB101), **Employment Values within the Demographic User Guide** (DUG), **Supported Employment** (SE); **ADES/RSA Services**, and **Community Resources**. Please use a similar version to the following table when reporting on these vocational trainings, listing out **Training Topic**, **Training Title**, **Sponsoring Agency**, **Presenter/Facilitator**, and **Number of Attendees**. When completing the table in this section, please list the number of attendees representing *your* region(s), as opposed to total number of attendees (this pertains specifically to statewide trainings). Please make sure that those listed are actual vocational trainings, and not just talking points. For instance, if conducting a training on how to write a résumé, and at some point work incentives were mentioned or discussed, please do not include work incentives as part of the content.

Training Topic	Training Title	Sponsoring Agency	Presenter / Facilitator	Number of Attendees
WI/DB101				
DUG				
SE				
ADES / RSA Services				
Community Resources				

### B. Utilization and Demographic Data

The following population categories must be captured separately and a separate spreadsheet is provided for each category. All categories will include members who are age 18 and up.

- Serious Mental Illness age 18 and up (both Title XIX and Non-Title XIX combined) – *referred to as SMI*
- Serious Mental Illness age 18 and up Title XIX only – *referred to as TXIX SMI*
- Serious Mental Illness age 18 and up Non-Title XIX only – *referred to as Non TXIX SMI*
- General Mental Health age 18 and up (both Title XIX and Non-Title XIX combined) – *referred to as GMH*
- General Mental Health age 18 and up Title XIX only – *referred to as TXIX GMH*
- General Mental Health age 18 and up Non-TXIX only – *referred to as Non TXIX GMH*
- Substance Abuse age 18 and up (both Title XIX and Non-Title XIX combined) – *referred to as SA*
- Substance Abuse age 18 and up Title XIX only – *referred to as TXIX SA*
- Substance Abuse age 18 and up Non-TXIX only – *referred to as Non TXIX SA*
- All populations combined (including SMI, GMH, and SA; both TXIX and Non TXIX) ages 18 and up – referred to as Populations Combined

\*\*\* Please note that the MCO must provide employment/educational/utilization data on the youth population (i.e. 18-21), including Title XIX, Non-TXIX, SMI, GMH, SA, and Combined if requested by AHCCCS.

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\*\*\* Please note that if you do not serve one of the populations listed above, then disregard it and focus on those populations you serve.

**Employment Status Data**

Each MCO will enter the number of unique members in each employment category listed, as well as the percentage of members that are included in each category. The member population will be the members who are in an open episode of care on the last day of the quarter. (The numerator = total number of members in the category; denominator = total number of members in an open episode of care on the last day of the reporting period). The Employment Status will reflect the status that was in effect on the last day of the reporting period.

**Education Status Data**

Each MCO will enter the unique number of members in each education status category listed, as well as the percentage of members that are included in each category. The member population will be the members who are in an open episode of care on the last day of the reporting period. (The numerator = total number of members in the category, denominator = total number of members in an open episode of care on the last day of the reporting period). The Education Status will reflect the status that was in effect on the last day of the reporting period.

Note: If at any time the AHCCCS Employment Administrator requests data on specific educational statuses (i.e. number of members with a 6<sup>th</sup> grade education), the MCO shall provide that data. The following table specifies the categories that will be used:

<b>Demographic Values</b>	
A: Early Intervention	09: Ninth grade
B: Early Childhood Education	10: Tenth grade
C: Kindergarten	11: Eleventh grade
00: Less than one grade completed	12: Twelfth grade (No Diploma/GED)
01: First grade	26: High School Graduate or GED
02: Second grade	27: Some College, No Degree
03: Third grade	28: Vocational / Technical School
04: Fourth grade	29: Associates Degree
05: Fifth grade	30: Bachelor's Degree
06: Sixth grade	31: Master's Degree
07: Seventh grade	32: Doctoral or Post Graduate
08: Eighth grade	

**Rehabilitation Services Utilization**

Each MCO will enter the total number of units used in each service category, the total number of times each service was used, and the percentage of total members who used a service at least once. The member population will be the members who are in an open episode of care on the last day of the reporting period. Pending claims will not be included. When counting the total number of times a service was used, a member may be counted more than once in each category. When measuring the percentage of total members who utilized the specified service at least one time, use the count of members who utilized the service code at least once as the numerator and the total number of members

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in an open episode of care as the denominator. For example, if the same person used a service more than once, that person will only be counted once. Each time the quarterly report is submitted, all previous utilization data must be updated in an effort to continually reflect the most accurate data possible.

In this section, utilize only the following AHCCCS Covered Services Guide codes:

<b>Service Codes</b>
H2014 - Skills Training & Development, Individual
H2014HQ - Skills Training & Development, Group
H2017 - Psychosocial Rehabilitation Living Skills Training
H2025 - Ongoing Support to Maintain Employment
H2025HQ - Ongoing Support to Maintain Employment, Group
H2026 - Ongoing Support to Maintain Employment (per diem)
H2027 - Psychoeducational Services (pre-job training and job development)
H2027HQ - Psychoeducational Services (pre-job training and job development), Group