



## **LICENSING INTENSIVE IN-HOME SERVICES GUIDANCE**

*This guidance document is designed to help Intensive In-Home Service programs work within DBHDS regulations and is not intended to replace or supersede program regulations. Programs should also be familiar with Department of Medical Assistance (DMAS) regulations on Intensive In-Home Services as well as requirements outlined in the DMAS CMHRS provider manual.*

### **STAFF QUALIFICATIONS**

1. Intensive in-home services can only be provided by staff who meet the DMAS definition of a Qualified Mental Health Professional (QMHP) or Licensed Mental Health Professional (LMHP).
2. The maximum number of cases that the QMHP can carry at one time is five (5).
3. A LMHP or a master's level licensed eligible (as defined by Registration of Supervision with the appropriate Licensing Board) provider under the supervision of an LMHP must provide all individual or family therapy.
4. QMHP's are allowed to do counseling which is defined as guidance, advice, and psychoeducational services.

### **ASSESSMENT**

1. Data documenting the need for intensive in-home services (eligibility information based on medical necessity) is required as part of the assessment. Findings to support a mental health diagnosis must be from a LMHP who has seen and evaluated the child within the previous 60 days.
2. Assessment by the intensive in-home program QMHP or LMHP must be done face-to-face with both the child and family prior to starting services.
3. Additional assessment time for specific elements can be incorporated into the initial service plan (ISP) as long as the service plan is updated upon completion of this assessment element.
4. The clinical supervisor (LMHP) is expected to review and sign off on each assessment within 72 hours of completion. The clinical supervisor must sign the assessment and ISP personally. The usage of a signature stamp is prohibited.

### **SUPERVISION**

1. Given the intensive nature of the program the maximum number of supervisee that a full-time clinical supervisor (LMHP) can oversee is eight (8) to ten (10) counselors. Supervisors that are working half-time can oversee a maximum of four (4) to five (5)

supervisees. If a supervisee is less than half time, check with your licensed specialist for guidelines.

2. In general a supervisor working less than half time can supervise no more than two (2) counselors.
3. Supervision must be weekly with at least every other week consisting of individual face to face supervision.
4. The clinical supervisor is to be available for phone consultation with counselors as needed.
5. Supervision is to be documented by the LMHP providing the supervision. This will include notes written by the supervisor summarizing the meeting and noting any recommendations. A checklist may be used but is not sufficient. All notes should be placed in the client's file.
6. A QMHP who is not a LMHP can provide administrative supervision only. They cannot provide clinical supervision.

### **TREATMENT**

1. Given the significant clinical issues that most children and families qualifying for this program have, we expect that in a majority of cases therapy will be part of the treatment plan. The therapy must be provided by a LMHP or Master's level license eligible (as defined by Registration of Supervision with the appropriate Licensing Board) provider.

### **CONDITIONAL LICENSE**

1. A conditional license is issued for a period of six (6) months. An additional six month conditional license may be issued after that period based on the program's ability to maintain compliance with all licensing regulations. During the conditional licensing period, the program cannot expand locations. This means they can not serve children outside the region they are licensed for. In addition the program cannot serve more than thirty-five (35) clients at a time.
2. Once the program is allowed to expand they must submit a Service Modification request to their Licensing Specialist. No services can be provided until the Service Modification is approved. An affiliation with an LHRC in the new region is required prior to the Service Modification being approved.

*Please feel free to contact your Licensing Specialist if you have any further questions*