

Program Guidance for Managing Entity Contracts

Guidance 32 Community Action Treatment (CAT) Team

Contract Reference: Section A.1.1, Exhibit C.1.2.6.21 & 221, C1

Requirement: S. 394.495 (6), F.S.

Purpose: To ensure the effective administration of the Community Action Treatment (CAT) program, the Managing Entity shall require that CAT Network Service Providers adhere to the service delivery and reporting requirements herein. Best practice considerations and resources are provided to support continuous improvement of the CAT program; however, these are not contractually required.

Authority: Section 394.495(6), F.S.

Frequency: Monthly

Due Date: By the 18th of each month

Managing Entity Responsibilities

To ensure consistent statewide implementation and administration of CAT services, the Managing Entity shall include the following elements in subcontracts with Network Service Providers:

1. Network Service Providers providing CAT services must adhere to the service delivery and reporting requirements described in this Guidance document;
2. Requirements to submit data, in accordance with the most recent version of the PAM 155-2, and in compliance with **Section C-1.4** of the Managing Entity contract
3. Requirements to submit **Appendix 1 – CAT Program Report and Appendix 2 – Quarterly Supplemental Data Report, and Appendix 3 – CAT Return on Investment Report** in accordance with the following schedule:
 - **Appendix 1** –Monthly submission by the Managing Entity to the Department no later than the due dates established herein.
 - **Appendix 2 and Appendix 3** – Quarterly submission by the Managing Entity to the Department no later than the due dates established herein.
 - **Appendix 1 and Appendix 2** will be used to report services for all CAT Variations.
Refer to the appropriate Guidance documents for further clarification of the CAT Teams.
 - **Guidance 37** – Family First Prevention Services Act (FFPSA) Teams Community Action Treatment (CAT)
 - **Guidance 38** – Community Action Treatment (CAT) Team for Ages 0-10
 - **Guidance 40** – Family Support Teams (FST) Community Action Treatment (CAT)
4. Participation in all CAT program conference calls, meetings or other oversight events scheduled by the Department;
5. Requirements for quarterly reporting of actual expenditures, fiscal year-end financial reconciliation of actual allowable expenditures to total payments, and prompt return of any unearned funds or overpayments;
6. A monthly fixed fee method of payment requiring the Network Service Providers to serve a minimum number of persons per team per month. Unless otherwise approved in advance by the Department, the Managing Entity shall adopt a minimum service target of 30 children per month.

- The Managing Entity may approve an alternative target for a specific Network Service Provider, taking into consideration a Network Service Provider's program-specific staffing capacity, historical funding utilization, estimated community needs, or unique geographic and demographic factors of the service location. This includes adjusting funding as needed within their respective service area.
- In the first year of services by a newly procured Network Service Provider, the Managing Entity may implement a phase-in period to achieve the minimum service target as follows:
 - 10 children per month during the first month of services,
 - 20 children per month during the second month,
 - 25 children per month during the third month, and
 - 30 or more children after the third month. At any point the Network Service Provider may serve as many children as can be served by the team. 30 children is the minimum number that can be served.

Program Goals

CAT is intended to be a safe and effective alternative to out-of-home placement for children with serious behavioral health conditions. Upon successful completion, the family should have the skills and natural support system needed to maintain and increase improvements made during services. The goals of the CAT program are to:

1. Strengthen the family and support systems for youth and young adults to assist them to live successfully in the community;
2. Improve school related outcomes such as attendance, grades, and graduation rates;
3. Decrease out-of-home placements;
4. Improve family and youth functioning;
5. Decrease substance use and abuse;
6. Decrease psychiatric hospitalizations;
7. Transition into age appropriate services; and
8. Increase health and wellness.

Eligibility

The following participation criteria are established in section 394.495 (6), F.S. The Managing Entity must include these standards in subcontracts for CAT services:

1. Otherwise eligible for publicly funded substance abuse and mental health services pursuant to s. 394.674, F.S., and
2. Individuals aged 11 to 21 with a mental health diagnosis or co-occurring substance abuse diagnosis with one or more of the following accompanying characteristics:
 - The individual is at-risk for out-of-home placement as demonstrated by repeated failures at less intensive levels of care;
 - The individual has had two or more periods of hospitalization or repeated failures;
 - The individual has had involvement with the Department of Juvenile Justice or multiple episodes involving law enforcement; or
 - The individual has poor academic performance or suspensions.
3. Children younger than 11 with a mental health diagnosis or co-occurring substance abuse diagnosis may be candidates if they meet two or more of the aforementioned characteristics.

Therapeutic placements include hospitals, residential treatment centers, therapeutic group homes, therapeutic foster

homes, and day treatment/partial hospitalization services. Individuals enrolled in CAT services that have applied for admission to a therapeutic placement or are on the waiting list for therapeutic placement, shall continue to be eligible and shall not be discharged. Individuals shall be diverted from a therapeutic placement whenever CAT services are appropriate as a less restrictive, more effective, alternative. The intention is that the CAT team remain engaged and available for consultation and assist with ongoing discharge planning efforts to ensure a smooth transition back into the community upon discharge.

Network Service Providers may serve families who exceed 150% of the federal poverty level while applying a sliding fee scale in accordance with 394.674 F.S. and Ch. 65E-14.018, F.A.C., if no other option for treatment at this level is available.

Network Service Providers may decline accepting an individual who meets the eligibility criteria when the individual is already connected with and engaging in services such as psychiatry/medication management, therapy, and case management if it appears their needs are adequately met through provision of these services.

CAT Model

The CAT model is an integrated service delivery approach that utilizes a team of individuals to comprehensively address the needs of the young person, and their family, to include the following staff:

1. A full-time Team Leader, with a minimum of a Masters degree in the behavioral health field (license preferred). The Team Leader may be shared with other CAT teams operating in close proximity,
2. Mental Health Clinicians with a minimum of a Masters degree in the behavioral health field,
3. A Psychiatrist or Advanced Practice Registered Nurse (part-time), the Psychiatrist or APRN may be shared with other CAT teams operating in close proximity,
4. A Registered or Licensed Practical Nurse (part-time), the RN or LPN may be shared with other CAT teams operating in close proximity,
5. A Case Manager,
6. Therapeutic Mentors, Life Coach, Certified Peer Specialists or individuals with lived experience working toward certification, and
7. Support Staff

The Network Service Provider must have these staff as part of the team; however, the number of staff and the functions they perform may vary by team in response to local needs and as approved by the Managing Entity. CAT staff members work collaboratively to deliver the majority of behavioral health services to the youth and their family members when appropriate, coordinate with other service providers when necessary, and assist the family in developing or strengthening their natural support system. Therapeutic Mentors and Life Coaches must have a minimum of a high school diploma or a GED with two years of experience working in the behavioral health field with children, adolescents, and their families.

CAT funds are used to address the therapeutic needs of the eligible youth or young adult receiving services. However, the CAT model is based on a family-centered approach in which the CAT team may provide direct services to family members when doing so better serves the youth and family as a whole. If this is not possible within the structure of the CAT team or in the best interest of the youth or family, the team may assist parents or caregivers to obtain services and supports, which may include providing information and education about how to obtain services and supports, assistance with referrals, and engaging in services.

For maximum therapeutic benefit, the child's biological parents, legal caregiver or foster care parent must participate in family therapy sessions to the extent possible.

The number of sessions and the frequency with which they are provided is set through collaboration based on the needs of the individual and family rather than service limits. The team is available on nights, weekends, and holidays. If interventions out of the scope of the team's expertise, qualifications, or licensure (e.g., eating disorder treatment, behavior analysis, psychological testing, substance abuse treatment, etc.) are required, referrals are made to

specialists, with coordination from the individual, family and team. This flexibility in service delivery is intended to promote a “whatever it takes” approach to assisting young people and their families to achieve their goals.

Best Practice Considerations: Models and Approaches for Working with Young People and Their Families

1. The National Child Traumatic Stress Network (NCTSN) helps raise the standard of care and increase access to services for children and families that experience or witness traumatic events. NCTSN offers resources on effective trauma informed clinical interventions.

[Treatments and Practices | The National Child Traumatic Stress Network \(nctsn.org\)](#)

2. The Transition to Independence Process (TIP) model is an evidence-supported practice based on published studies that demonstrate improvements in real-life outcomes for youth and young adults with emotional/behavioral difficulties (EBD).

<http://www.starstrainingacademy.com/tip-model-institute/>

3. The Research and Training Center for Pathways to Positive Futures (Pathways) aims to improve the lives of youth and young adults with serious mental health conditions through rigorous research and effective training and dissemination. Their work is guided by the perspectives of young people and their families and based in a positive development framework.

<http://www.pathwaysrtc.pdx.edu/about>

4. National Wraparound Initiative - Wraparound is an evidence-supported practice that is intensive, holistic, strength based, individual and family driven and individualized care planning and management process that engages and supports individuals with complex needs (most typically children, youth, and their families) to live in the community and realize their hopes and dreams. The process is typically delivered through case management activities through a team supported approach.

<https://nwi.pdx.edu/wraparound-basics/>

5. Strengthening Family Support for Young People: Tip sheet for strengthening family support.

<https://www.pathwaysrtc.pdx.edu/pdf/projPTTC-FamilySupportTipSheet.pdf>

6. Positive Youth Development (PYD), Resilience and Recovery: Actively focuses on building strengths and enhancing healthy development.

<https://www.pathwaysrtc.pdx.edu/pdf/pbCmtyBasedApproaches09-2011.pdf>

7. Section 394.491, F.S. – Guiding principles for the child and adolescent mental health treatment and support system.

[Statutes & Constitution :View Statutes : Online Sunshine 0399/0394/Sections/0394.491.html](#)

8. Youth M.O.V.E. National. Youth M.O.V.E is a youth led national organization devoted to improving services and systems that support positive growth and development by uniting the voices of individuals who have lived experience in various systems including mental health, juvenile justice, education, and child welfare. There are chapters in Florida and opportunities for young people to learn leadership and advocacy skills and to get involved with peers.

<https://youthmovenational.org/mission-and-vision/>

Serving Young Adults

The CAT program serves young adults up to the age of twenty-one (21), which includes young adults ages eighteen (18) up to twenty-one (21) who are legally considered adults. Network Service Providers serving these young adults must consider their legal rights to make decisions about their treatment, who will be involved, and with whom information will be shared. In keeping with the focus of the CAT model, Network Service Providers should support the young person to enhance and develop relationships and supports within their family and community, guided by their preferences.

Coordination With Other Key Entities

It is important for Network Service Providers to address the provision of services and supports from a comprehensive approach, which includes coordination with other key entities providing services and supports to the individual receiving services in collaboration with and based on the preferences of the individual receiving services and their parent/legal guardian (if applicable). Network Service Providers shall identify and coordinate efforts with other key entities as part of their case management function, which include but are not limited to: primary health care, child welfare, juvenile justice, corrections, and education. At a minimum, case management shall continue while individuals enrolled in CAT services are admitted to a therapeutic placement or in short term crisis stabilization. Network Service Providers must document efforts to inform treatment planning, participate in discharge planning, and facilitate a smooth transition back to community services to the extent possible. In addition, Network Service Providers should make all efforts to include natural support systems of the individual and community connections in service delivery.

If the individual receiving services is a minor served by child welfare, members of their treatment team shall include their child welfare Case Manager and guardian ad litem (if assigned). If and how the parent will be included in treatment should be determined in coordination with the dependency case manager, based on individual circumstances. By accepting a child who is already involved in the child welfare system for CAT services, the Network Service Provider does not assume the responsibilities of the child welfare Case Manager or dependency case manager. Network Service Providers may provide information to the court or the dependency case manager upon request but are not responsible for completing court reports or case notes for the dependency case manager. To streamline visits with the foster care parent, joint visits with the CAT case manager and dependency case manager may be scheduled. Network Service Providers shall document efforts to identify and coordinate with the other key entities in the case notes.

Screening and Assessment

Within 45 days of an individual's admission to services, the Network Service Provider shall complete the North Carolina Family Assessment Scale for General Services and Reunification® (NCFAS-G+R) as the required initial assessment to assist in identifying areas of focus in treatment. The NCFAS-G+R and Plans of Care (Initial and Master) must be completed for all individuals served, to include those transferred from another program within the same agency. Other variations of the CAT model (FFPSA, CAT Ages 0-10, FST) may implement alternative intake assessments as appropriate for their population as outlined in their respective Guidance documents.

Network Service Providers are encouraged to use a variety of reliable and valid screening and assessment tools in addition to the NCFAS-G+R as part of the assessment process, with focus on screening for co-occurring mental health and substance use disorder. Additionally, Network Service Providers are encouraged to gather collateral information in coordination with the individual served, their family and other system partners, to include such things as: school records; mental health and substance abuse evaluations and treatment history; and level of cognitive functioning to develop a comprehensive understanding of the young person's and their family's circumstances.

As with best practice approaches such as Systems of Care, Transition to Independence and Wraparound, the screening and assessment process should focus on identifying competencies and resources to be leveraged as well as needs across multiple life domains, such as education, vocation, mental health, substance use, primary health, and social connections.

The Daily Living Activities 20 Functional Assessment (DLA-20) is an evidence-based functional assessment tool used in behavioral health care settings to assess individuals aged six (6) years through adulthood, regardless of diagnosis. It evaluates how mental health symptoms and substance use impact an individual's ability to perform essential daily living activities.

To ensure accuracy, consistency, and reliability, professionals administering the DLA-20 must complete specialized training. This training promotes proper use of the tool and supports high-quality care by guiding evidence-based treatment planning and monitoring of outcomes.

The DLA-20 is administered through a structured interview to assess an individual's functional capabilities in areas of daily living over the past 30 days. The administration process includes:

- Information gathering (e.g., chart review, collateral input)
- Conducting the interview
- Scoring the assessment based on observable behaviors
- Interpreting the results to identify both functional strengths and areas of need

The DLA-20 must be completed within the first 30 days of intake to establish a functional baseline. After the baseline is established, it should be readministered at regular intervals to monitor changes in functional capacity over time. At a minimum, the DLA-20 must be readministered every six (6) months; however, it may be completed more frequently based on provider preference or programmatic guidance. In addition, the DLA-20 must be administered at key transition points, including:

- At discharge, except in cases of unplanned discharge;
- When there is a change in level of care; and
- Following a significant life event.

If a client's mental health, cognitive functioning, or level of independence demonstrates a noticeable improvement or decline, the DLA-20 may be readministered to document the change. Administration of the DLA-20 without direct contact with the client is considered invalid. Direct contact includes in-person, telehealth/video, or telephone interaction. In cases of unplanned discharge, the score from the most recent DLA-20 administration should be used as the discharge score.

For individuals receiving multiple services within a network service provider, the DLA-20 must be administered once per assessment period. Results must be documented in a centralized clinical record and made accessible to all authorized staff involved in the individual's care across participating programs and services.

Network service providers implementing an evidence-based model that requires the use of other assessment tools are exempt from the requirement to administer the DLA-20, as long as the model adequately addresses assessment and outcome measure requirements.

The Youth DLA-20 must be used for individuals through age 17. Once an individual turns 18, use the Adult DLA-20 for all future assessments. If an individual turns 18 while receiving services, switch to the Adult DLA-20 at the next scheduled DLA-20 assessment. The individual does not need to be discharged, readmitted, or have services interrupted.

Use the most recent Youth DLA-20 as the starting point for comparing future Adult DLA-20 results. Document the transition in the individual's clinical record and use the Adult DLA-20 results to update the treatment plan, as needed.

Best Practice Considerations: Screening and Assessment Resources

1. The California Evidenced-based Clearinghouse for Child Welfare – Assessment ratings and how to determine if an assessment is reliable and valid.
<https://www.cebc4cw.org/measurement-tools-for-child-welfare/>
2. The REACH Institute offers a listing of mental health screening tools, assessments and tool kits.
[Guidelines for Adolescent Depression in Primary Care \(thereachinstitute.org\)](https://thereachinstitute.org/Guidelines-for-Adolescent-Depression-in-Primary-Care) and [A. T-MAY Cover Page \(thereachinstitute.org\)](https://thereachinstitute.org/A-T-MAY-Cover-Page)
3. Screening and assessment resources for co-occurring mental health and substance use disorders.
 - SAMHSA Co-occurring Center for Excellence – Integrated Screening and Assessment
<https://store.samhsa.gov/product/Integrated-Treatment-for-Co-Occurring-Disorders-Evidence-Based-Practices-EBP-KIT/SMA08-4366>
 - Alcohol & Drug Abuse Institute - University of Washington: Info Brief: Co-Occurring Disorders in Adolescents. Provides an extensive list of resources related to screening, assessment and integrated treatment.
<http://adai.uw.edu/pubs/infobriefs/ADAI-IB-2011-01.pdf>
4. Casey Life Skills assessment is a free practice tool and framework developed for working with youth in foster care; however, it is beneficial for any young person. It is a self-assessment of independent living skills in eight areas that takes about 30 minutes to complete online and provides instant results.
<https://www.casey.org/casey-life-skills/>
5. Strengths, Needs and Culture Discovery Assessment - To explore individual and family strengths, needs, culture, and vision and to use these to develop a document that will serve as the starting point for planning.
<https://nwi.pdx.edu/>
6. Adverse Childhood Experiences (ACEs)
Adverse childhood experiences refer to traumatic events involving abuse, neglect, and household challenges during childhood that could have lasting impact on an individual's health and wellbeing. The CDC has resources and latest research on ACEs available at:
<https://www.cdc.gov/aces/about/index.html>

Treatment Planning Process

The treatment planning process serves to identify short-term objectives to build long-term stability, resilience, and family unity and to promote wellness and illness management. A comprehensive, team-based approach is increasingly seen as the preferred mechanism for creating and monitoring treatment plans and is consistent with the CAT program.

There is evidence that outcomes improve when youth and families participate actively in treatment and their involvement is essential at every phase of the treatment process, including assessment, treatment planning, implementation, and monitoring and outcome evaluation.¹ Working as a team, the young person, their family, natural supports, and professionals can effectively support individualized, strength-based, and culturally competent treatment.

Network Service Providers shall focus on engagement of the young person and their family as a critical first step in the treatment process, as well as the promotion of active participation as equal partners in the treatment planning process.

Best Practice Considerations: Treatment Planning for Young People with Behavioral Health Needs

1. Family and Youth Participation in Clinical Decision Making. American Academy of Child and Adolescent Psychiatry.
http://www.aacap.org/aacap/Policy_Statements/2009/Family_and_Youth_Participation_in_Clinical_Decision_Making.aspx
2. Individual and Family Team meetings. The Wraparound process promotes Individual and Family team meetings that includes the individual, their family, professionals working with the family and their natural support systems. The initial Wraparound plan is developed during the initial Child and Family Team meetings. Individual and Family team meetings are held every 30 days to monitor the Wraparound plan to ensure effectiveness and to revise as needed to ensure the plan best matches the individual's and family's self-identified needs.
<https://nwi.pdx.edu/NWI-book/Chapters/SECTION-4.pdf>
3. Florida Wraparound model and toolkits available for providers and Managing Entities
<http://www.socflorida.com/wraparound.html>

¹ See, http://www.aacap.org/aacap/Policy_Statements/2009/Family_and_Youth_Participation_in_Clinical_Decision_Making.aspx

Plan of Care

1. Initial Plan of Care

Within 30 days of an individual's admission to services, the Network Service Provider shall complete an Initial Plan of Care to guide the provision of services by the CAT team. Services and supports by the CAT team are established in the Initial Plan of Care, which provides sufficient time to complete the NCFAS-G+R within the first 45 days. Review of the Initial Plan of Care is required to ensure that information gathered during the first 60 days is considered and that a Master Plan of Care is developed to articulate the provision of services and supports longer-term. The Network Service Provider must document that the Initial Plan of Care was reviewed with the individual being served and their parent or guardian and request that they sign the plan at the time of review. At a minimum, the Initial Plan of Care shall:

- Be developed with the participation of the individual receiving services and their family, including caregivers and guardians;
- Specify the CAT services and supports to be provided by CAT Team members, to include a focus on engagement, stabilization, and safety planning if needed; and
- Include a brief initial discharge planning discussion, to include the general goals to be accomplished prior to discharge.

2. Master Plan of Care

Within 60 days after admission, the Network Service Provider shall review the Initial Plan of Care and update it as needed to include the NCFAS-G+R initial assessment (or alternative intake assessment as appropriate) and other information gathered since admission. The Network Service Provider will implement the updated Initial Plan of Care as the Master Plan of Care. The Network Service Provider may adopt an unrevised Initial Plan of Care if it meets the requirements of the Master Plan of Care and includes the initial NCFAS-G+R assessment. At minimum the Master Plan of Care shall:

- Be strength-based and built on the individual's assets and resources;
- Be individualized and developmentally appropriate to age and functioning level;
- Address needs in various life domains, as appropriate;
- Integrate substance abuse and mental health treatment when indicated;
- Specify measurable treatment goals and target dates for services and supports;
- Specify team members responsible for completion of each treatment goal; and
- Include a discharge plan and identify mechanisms for providing resources and tools for successful transition from services.

At minimum, the Network Service Provider shall review and revise the Master Plan of Care every three months thereafter until discharge, or more frequently as needed to address changes in circumstances impacting treatment and discharge planning. In each review, the Network Service Provider shall include active participation by the individual receiving services, and their family, caregivers, guardians, and other key entities serving the individual and natural supports, as appropriate.

Best Practice Considerations: Developing a Plan of Care

1. The Wraparound Approach in Systems of Care

<http://www.oregon.gov/oha/amh/wraparound/docs/wraparound-approach-soc.pdf>

2. Florida Wraparound model and toolkits available for providers and Managing Entities
<http://www.socflorida.com/wraparound.html>
3. Journal of Child and Family Studies (May 2017): Increasing Youth Participation in Team-Based Treatment Planning: The Achieve My Plan Enhancement for Wraparound:
<https://www.pathwaysrtc.pdx.edu/pdf/pbJCFS-Walker-AMP-Enhancement-for-Wraparound-05-2017.pdf>

Services and Supports

The mix of services and supports provided should be dictated by individual needs and strengths, serve to strengthen their family, and provide older adolescents with supports and skills necessary in preparation for coping with life as an adult.² Services and supports and the manner of service provision should be developmentally appropriate for the individual. For older youth, services and supports may include supported employment and vocation certification, independent living skills training, and peer support services to assist in building social connections and learning new skills. It is important to discuss the roles and responsibilities of the CAT team members with the individual and family to ensure they understand the roles and responsibilities of each. This is especially important to clarify the role of the peer or mentor, as this person may promote social connectedness and assist in the development of a support network of friends outside of the CAT program.

Network Service Providers shall offer an array of formal treatment interventions and informal supports provided in the home or other community locations convenient and beneficial to the individual and family. Network Service Providers shall assist the individual and family to develop connections to natural supports within their own network of associates, such as friends and neighbors, through connections with community, service and religious organizations, and participation in clubs and other civic activities. Natural supports ease the transition from formal services and provide ongoing support after discharge.³

Formal treatment services shall include evidenced-based practices appropriate to the circumstances of the young person and their family. Network Service Providers shall leverage resources and opportunities to implement evidenced-based practices with fidelity, which may include partnering with other CAT teams or organizations in the local system of care. Network Service Providers may directly provide services to family members or refer family members to other treatment providers based on the family member's preferences and clinical judgement. When family members are referred to other treatment providers, the Network Service Provider must make reasonable efforts to coordinate care with those treatment providers.

Support services and natural supports are interventions developed on an individualized basis and tailored to address the individual's and family's unique needs, strengths, and preferences. Support services may include Family Support Specialists; participation in recreational activities; youth development and leadership programs; assistance in meeting and problem-solving basic needs that interfere with attaining treatment goals; and independent living skills training.

²Chapter 394. 491, F.S. - *Guiding principles for the child and adolescent mental health treatment and support system.*

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0394/Sections/0394.491.html

³*Transition Youth with Serious Mental Illness:* <http://www.apa.org/about/gr/issues/cyf/transition-youth.pdf>

Best Practice Considerations:

1. Pathways Transition Training Collaborative (PTTC): Community of Practice Training: Provides training and TA materials for serving youth and young adults – Set of competencies; Transition Service Provider Competency Scale; On-line training modules focused on promoting positive pathways to adulthood.

<https://www.pathwaysrtc.pdx.edu/research-2009-2014#pttc>

2. RTC Pathways -Youth Peer Support

<https://www.pathwaysrtc.pdx.edu/pdf/proj-5-AMP-what-is-peer-support.pdf>

Discharge

As part of the discharge planning process, CAT teams assist in identification of additional resources that help individuals and families maintain progress made in treatment. Throughout treatment, the Network Service Provider shall focus on successful transition from services. As the individual moves into the discharge phase of treatment, the CAT team may determine the need to modify the service array or frequency of services to ease transition to less intensive services and supports. At least 30 days prior to anticipated discharge from CAT services the Network Service provider shall make all appropriate follow up care appointments for continuing services to another level of care, such as another CAT tier variation, outpatient psychiatric or therapeutic services, case management and other supportive services, as appropriate.

Within seven calendar days of an individual's discharge from services, the Provider shall complete a Discharge Summary containing the following items, at a minimum:

1. The reason for the discharge;
2. A summary of CAT services and supports provided to the individual;
3. A summary of resource linkages or referrals made to other services or supports on behalf of the individual; and
4. A summary of the individual's progress toward each treatment goal in the Master Plan of Care.

Incidental Expenses

Pursuant to chapter 65E-14.021, F.A.C., temporary expenses may be incurred to facilitate continuing treatment and community stabilization when no other resources are available. Allowable uses of incidental funds include but are not limited to transportation, childcare, housing assistance, clothing, educational services, vocational services, medical care, housing subsidies, pharmaceuticals, and other incidentals that can demonstrate support of individual's treatment plan or other allowable uses.

Network Service Providers shall follow state purchasing guidelines and any established process for review and approval; however, Network Service Providers are encouraged to be creative in using these funds within the limits of what is allowable and to consult the Managing Entity regarding allowable purchases.

Third-Party Services

Services provided by the core CAT Team staff and funded by CAT contract dollars cannot be billed to any third-party payers. Services provided outside of the core CAT Team staff may be billed to Medicaid or private insurance, to the

extent allowable under these programs. If there is an imperative need to provide these services or supports sooner than later, the CAT team may use CAT funds to meet this need, while pursuing third-party billing.

If an individual requires interventions outside the scope of a team's expertise, qualifications or licensure (e.g., eating disorder treatment, behavior analysis, psychological testing, substance abuse treatment, etc.), the team may refer to a qualified service provider. The CAT team shall work in concert with any referral providers, the individual and the family to integrate referral services into overall treatment and to monitor progress toward treatment goals

In accordance with chapter 65D-30.003, F.A.C., all substance abuse services, as defined in subsection 65D-30.002(16), F.A.C., must be provided by persons or entities that are licensed by the department pursuant to Section 397.401, F.S., unless otherwise exempt from licensing under Section 397.4012, F.S., prior to initiating the provision of services.

Performance Measures

The Managing Entity shall include the following performance measures in each subcontract for CAT services:

1. School, preschool, and daycare attendance if appropriate

Individuals receiving services shall attend an average of 80% percent of school days, according to the following methodology:

- a. Calculate the percentage of available school days attended by all individuals served during the reporting period.
 - Include all individuals served age 15 and younger as appropriate.
 - Include only those individuals age 16 and older who are actually enrolled in a school or vocational program.
 - For individuals in alternative school settings, such as virtual and home school, school attendance may be estimated based on specific requirements applicable to the setting. Examples include the percentage of work completed within a specified time-period; adherence to a schedule as reported by the parent, caregiver or legal guardian or documentation of a reporting mechanism.
 - Do not include individuals for whom school attendance in an alternative education setting cannot be determined.
 - Do not include any days an individual is considered medically excused which includes admission to a crisis stabilization unit.
- b. The numerator is the sum of the total number of school days attended for all individuals.
- c. The denominator is the sum of the total number of school days available for all individuals.

Daily Living Activities-20 (DLA-20) Functional Assessment Tool

- a. On an annual basis, 80 percent of individuals served aged 6-21 will maintain or demonstrate improvement in their functioning, as measured by the Daily Living Activities (DLA-20) Functional Assessment. For detailed instructions on administration of the DLA-20 Functional Assessment, refer to Guidance Document 45.

Maintenance or improvement in functioning is determined by comparing the average DLA-20 score from the initial assessment score to the most recent recorded score.

- b. The numerator is the number of individuals served during the reporting period whose overall functioning score is equal to or greater than their initial score.
- c. The denominator is the number of individuals aged 6-21 served during the reporting period who have more than one recorded DLA-20 score.

2. Living in a Community Setting

Individuals served will spend a minimum of 90% of days living in a community setting:

- a. The numerator is the sum of all days in which all individuals receiving services qualify as living in a community setting.
 - “Living in a community setting” excludes any days spent in jail, detention, a crisis stabilization unit, homeless, a short-term residential treatment program, a psychiatric inpatient facility or any other state mental health treatment facility.
 - Individuals living in foster homes and group homes are considered living in a community setting.
 - For children under 18 years of age, days spent on runaway status, or in a wilderness camp are not considered living in a community setting.
- b. The denominator is the sum of all days in the reporting period during which all individuals were enrolled for services.

3. North Carolina Family Assessment Scale for General Services and Reunification (NCFAS-G+R)

Effective once the Provider discharges a minimum of 10 individuals each fiscal year, 80% of individuals and families receiving services shall demonstrate improved family functioning as demonstrated by an improvement in the Child Well-Being domain between admission and discharge, as determined by the North Carolina Family Assessment Rating Scale for General Services and Reunification (NCFAS-G+R), if the individual is under eighteen (18). The NCFAS-G+R is not required for individuals ages 18 or older.

- a. Calculate the percentage of individuals who increased their family functioning in the Child Well-Being Domain by at least one point from admission to discharge, as measured by the NCFAS-G+R.
- b. The numerator is the number of individuals whose score on the Child Well-Being domain at discharge is at least one point higher than their score on the Child Well-Being domain at admission during the current fiscal year-to-date.
- c. The denominator is the total number of individuals under 18 years of age while receiving services who were discharged during the current fiscal year-to-date.

Note: If an admission NCFAS assessment has been completed on a child and parent/caregiver and the child moves to a different home with a different caregiver, a NCFAS discharge assessment should be completed at that time to ensure the same parent/caregiver is assessed at admission and discharge. Additional consideration should be given to the following:

- If CAT services are continued in the new placement with the new parent/caregiver, an admission and discharge NCFAS assessment should be completed for the new parent/caregiver.
- If a child changes placements multiple times, the provider and ME should discuss how to report on the NCFAS performance measure for that child, keeping in mind that the NCFAS measures family functioning in the context of services received, so we need to know who received services to determine the level of improvement in functioning.

4. Child and Adolescent Needs and Strengths (CANS) Assessment

Effective once the Provider discharges a minimum of 10 individuals each fiscal year, 80% of individuals and families receiving services shall demonstrate improved family functioning as demonstrated by an improvement in the Life Functioning Domain between admission and discharge, as determined by the Child and Adolescent Needs and Strengths (CANS) Assessment.

- a. Calculate the percentage of individuals who improved their family functioning in the Life Functioning Domain by at least one point from admission to discharge, as measured by the CANS assessment.
- b. The numerator is the number of individuals whose score on the Life Functioning Domain at discharge has

improved by at least one point from their score on the Life Functioning Domain at admission during the current fiscal year-to-date.

- c. The denominator is the total number of individuals receiving services who were discharged during the current fiscal year-to-date and for whom the CANS assessment was used at admission.

Note: If an admission CANS assessment has been completed on a child and parent/caregiver and the child moves to a different home with a different caregiver, a CANS discharge assessment should be completed at that time to ensure the same parent/caregiver is assessed at admission and discharge. Additional consideration should be given to the following:

- a. If services are continued in the new placement with the new parent/caregiver, an admission and discharge CANS assessment should be completed for the new parent/caregiver.
- b. If a child changes placements multiple times, the provider and ME should discuss how to report on the CANS performance measure for that child, keeping in mind that the CANS assessment measures family functioning in the context of services received, so we need to know who received services to determine the level of improvement in functioning.

APPENDIX 1

CAT PROGRAM REPORT PERSONS SERVED											
CAT Team Variation (Select One)	Ages 11-21		FFPSA Team		Ages 0-10		FST Team				
Provider Name											
Contract Number											
Reporting Period	From					To					
Reporting Requirement	Target	This Month			Quarter to Date			Year to Date			
DELIVERABLE Number of Persons Served - <i>Section D-2</i> (Minimum Numbers Apply to CAT Ages 11-21 only) 1 st Month = 10 2 nd Month = 20 3 rd Month = 25 Thereafter = 30-35	Min per month										
MINIMUM PERFORMANCE MEASURES – Section XV		Numerator	Denominator	Percentage	Numerator	Denominator	Percentage	Numerator	Denominator	Percentage	
		School, Preschool, and Daycare Attendance			80%						
		Improved Level of Functioning, based upon DLA-20 or CANS			80%						
		Living in a Community Setting			90%						
		Improved Family Functioning based upon NCFAS-G+R or CANS			80%						
Notes: 1. Performance measures for DLA-20, NCFAS, and CANS will become effective once the Provider discharges a minimum of 10 individuals. 2. Providers may use the space below to provide performance-related details affecting the delivery of services according to the specified targets. (Optional)											
ATTESTATION											
I hereby attest the information provided herein is accurate, reflects services provided in accordance with the terms and conditions of this contract, and is supported by client documentation records maintained by this agency.											
Authorized Name and Title (please print)											
Signature						Date					

APPENDIX 2

QUARTERLY SUPPLEMENTAL DATA REPORT CAT PROGRAM							
CAT Team Variation (Select One)	Ages 11-21		FFPSA Team		Ages 0-10		FST Team

Provider Name			
Contract #			
Reporting Period	From		To

Individuals Diverted from Out of Home Placement						
	At admission, number of participants at risk of out of home placement due to:					
Discharge Options	Child Welfare involvement	Residential mental health treatment	Juvenile Justice commitment	At admission, number of participants not at risk of out of home placement	Total This Quarter	Total Year to Date
Number of discharges removed from the home due to child welfare involvement						
Number of discharges admitted to a residential mental health treatment center						
Number of discharges committed to juvenile justice placement						
Number of discharges living in the community						
Totals						

Use the space below to provide any discussion of details affecting the delivery of services and supplemental data. (Optional)

APPENDIX 2 (CONTINUED)

Gainful Activity for Individuals Not Enrolled in School or a Vocational Program		
Required Reporting	Total This Quarter	Total Year to Date
Number of individuals served during the reporting period age 16 and older not included in the school attendance measure.		
Number of these individuals that engaged in at least one gainful activity during the reporting period.		
<i>Use the space below to provide examples of the gainful activities these individuals engaged in during the reporting period.</i>		

Individuals Waiting to Receive Services		
<i>Wait list records are created by providers when an individual has been determined as eligible for services, but the provider is at maximum capacity and access is not immediately available. Verbal consent to services is part of eligibility determination.</i>		
Required Reporting	This Quarter	Year to Date
Total number of individuals eligible to receive services that have been waitlisted		
Average wait time for individuals eligible for services (in number of days spent on the wait list for services)		

ATTESTATION			
I hereby attest the information provided herein is accurate, reflects services provided in accordance with the terms and conditions of this contract, and is supported by client documentation records maintained by this agency.			
Authorized Name and Title <i>(please print)</i>			
Signature		Date	

Appendix 2 Guidance

The following guidelines shall be used by CAT Network Service Providers and Managing Entities when reporting the required quarterly data using **Appendix 2**.

1. Discharge placements for individuals identified at admission as at risk of out of home placement

A primary CAT program goal is diverting these individuals from placement within the juvenile justice, corrections, residential mental health treatment, or child welfare systems, and enabling them to live effectively in the community. The considerations below are non-exhaustive guidelines by which CAT Network Service Providers can determine if an individual is at high risk of out of home placement at the time of admission.

a. Residential Mental Health Treatment, including therapeutic group homes

- Has a recommendation from a psychologist or psychiatrist for placement in residential mental health treatment center?
- Has a recommendation from a Qualified Evaluator for placement in residential treatment (child welfare)?
- Has previously been placed in residential treatment?
- Is the parent or legal guardian is requesting placement in a residential mental health treatment center?

b. Department of Juvenile Justice (DJJ) Placement

- Are there current DJJ charges or is there a long history of charges?
- Was there previous DJJ commitment placement?
- Does a child aged 12 and under have current or previous DJJ charges?

c. Child Welfare Out of Home Placement

- Is there an open Child Welfare case or investigation?
- Were there previous child welfare cases, investigations, or services?
- Were there any previous out-of-home Child Welfare placements?

2. Gainful Activity for Individuals Not Enrolled in School or Vocational Program

Participation in gainful activities by individuals aged sixteen and older who are not enrolled in school or vocational programs is an indicator of program success in fostering self-sufficiency. These activities should focus on employment, continued education, vocation training and certification, work readiness, career planning, and skill development related to obtaining and keeping a job. These activities are opportunities for a therapeutic mentor to assist individuals in identifying personal goals and developing plans.

Examples of enrichment activities include, but are not limited to, employment and supported employment; internships and apprenticeships; linkage to and services from entities such as Vocational Rehabilitation; and activities that support career planning, occupational research and assessment.

APPENDIX 3

CAT Return On Investment Quarterly Report			
Network Service Provider:			
Managing Entity:			
Cumulative Fiscal Quarterly ROI Report:			
Number of Clients		Days Involved	
		Actual Costs Per Day	Total Costs Per Quarter
Clients Served in CAT			
Clients Discharged from CAT			
Clients Discharged from CAT who Remain in Community			
The Clients discharged from CAT were diverted from:		Costs Per Day	Annualized Cost Avoided
Diverted from Child Welfare			
Diverted from Juvenile Justice			
Diverted from Psychiatric Residential (SIPP)			
Total Cost Avoidance			
ROI Differential (Total Cost Avoidance minus Total Cost for the Quarter)			
Return on Investment Differential (Divided by the Total Costs for the Quarter)			
ATTESTATION			
I hereby attest the information provided herein is accurate, reflects services provided in accordance with the terms and conditions of this contract, and is supported by client documentation records maintained by this agency.			
Authorized Name and Title <i>(please print)</i>			
Signature		Date	

Appendix 3 Guidance

The following guidelines shall be used by CAT Network Service Providers and Managing Entities when reporting the required quarterly data using **Appendix 3**.

CAT Return on Investment Quarterly Report

A primary CAT program goal is diverting these individuals from placement within the juvenile justice, corrections, residential mental health treatment, or child welfare systems, and enabling them to live effectively in the community. The considerations below are non-exhaustive guidelines by which CAT Network Service Providers can determine if an individual is at high risk of out of home placement at the time of admission.

a. Number of Clients

- **Clients Served in CAT** – Total number of individuals served within the quarter.
- **Clients Discharged from CAT** – Total number of individuals discharged from CAT services within the quarter.
- **Clients Discharged from CAT who remain in Community** – Total number of individuals discharged from CAT who remained in the community and did not require a higher level of care.

b. The Clients discharged from CAT were diverted from

- **Diverted from Child Welfare** – Total number of individuals diverted from placement within the child welfare system.
- **Diverted from Juvenile Justice** – Total number of individuals diverted from placement within the juvenile justice system.
- **Diverted from Statewide Inpatient Psychiatric Program (SIPP)** – Total number of individuals diverted from placement of an in-patient residential facility.

c. Return on Investment

- **Total Cost Avoidance** – Provide the total costs avoided through the diversion of clients from child welfare, juvenile justice, or Statewide Inpatient Psychiatric Program (SIPP) to the CAT program.
 - **ROI Differential** – Provide the total cost avoidance deducted by the total cost for the quarter.
 - **Return on Investment Differential** – Provide the total cost of investment divided by the total costs for the quarter.