

**Department of Mental Health
Adult Community Clinical Services**

Frequently Asked Questions

**Rehab Option: Reporting a Rehabilitative Encounter
Collateral Activities in Support of Community Service Plan**

Question 1: Can a Rehabilitative Encounter be billed for collateral activities in support of the rehabilitative goal as outlined in the Community Service Plan?

Answer 1: When completing the Service Reporting Service Delivery Report (Service Reporting SDR) the ACCS provider may report a Rehabilitative Encounter for collateral activities that are in support of the rehab goal as outlined in the Community Service Plan. **(See ACCS [Billing Guidelines for coding](#))**

Question 2: It is unclear what is meant by “in support of the rehabilitative goal as outlined in the Community Service Plan.” Do collateral contacts (activities) need to be listed as an intervention(s) in the Community Service Plan or can a monthly note document that the collateral contact was in support of a specific intervention in the Community Service Plan?

Answer 2: Collateral contacts can be reported as a Rehabilitative Encounter either if they are explicitly addressed in the Community Service Plan (i.e. they are listed as an intervention) or if they are not explicitly listed as an intervention but the collateral contact supports an intervention in the Community Service Plan. In either case, the ACCS Monthly Note that documents the collateral contact must clearly indicate how the collateral contact is in support of the Community Service Plan. **(See [ACCS Billing Guidelines for coding](#))**

For example: A Community Service Plan has an objective leading toward a person securing independent housing; there is an intervention to assist with determining a budget for housing.

Scenario one: **collateral contact explicitly addressed in the intervention:**

Intervention is listed as: “collateral contact with natural supports and agencies for the purpose of determining how Joe can afford independent living.”

The Rehabilitative Encounter provided would be: “spoke with Joe’s father to assess whether he is able to provide Joe with financial assistance, etc...”

Scenario two: **collateral contact not explicitly listed as part of intervention:**

Intervention is written as: “provide resource development services for the purpose of determining how the person can afford independent living”.

The Rehabilitative Encounter provided would be: spoke with Joe’s father in support of resource development for Joe’s independent housing to determine if Joe’s father could provide financial assistance. Writer provided Joe’s father with an update of Joe’s efforts toward securing other financial supports and an outline of his intended budget. Writer

reviewed strategies with Joe's father for having a productive discussion about this with Joe, etc..."