

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

Frequently Asked Questions

**Community Service Plan
Changing the Annual Community Service Plan Review Date**

Question: Can a provider change the annual Community Service Plan date for one or more persons served to allow for the even distribution of Community Service Plan annual dates across the calendar year?

Answer: Yes, an annual Community Service Plan can be changed provided the individual served has been enrolled in the ACCS **for one year or less**. To change the annual Community Service Plan date for a person served the following conditions must be met:

1. A provider **can not** choose to delay an annual Community Service Plan date beyond the 12-month 'anniversary' date to even the distribution of Community Service Plan annual dates.
2. The person served must agree with the plan to create an annual Community Service Plan at a date earlier than the 12-month 'anniversary' date.
3. An annual Comprehensive Assessment **must be completed prior to** the 12-month 'anniversary' date of the initial Comprehensive Assessment (CA). This action will change the person's annual Community Service Plan date in the future. For example, if a person's annual Community Service Plan date is now 8/1/18, the provider may choose to change the annual date to 6/1/19 and will complete the annual CA update prior to the new date of the Community Service Plan. Therefore, going forward, the annual Community Service Plan date for that person will be driven by the 6/1/19 date.
4. **Once an annual Community Service Plan date is established within the first year, the date will not change regardless of any changes that are made to the Community Service Plan goals, objectives, interventions, and/or target dates as a result of a Community Service Plan review or revision.**