

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

**Frequently Asked Questions**

**Rehab Option: Reporting a Rehabilitative Encounter  
Development, Update and Revision of the Comprehensive Assessment**

**Question 1:** What are the guidelines for reporting a Rehabilitative Encounter during the development, update and revision activities of the Comprehensive Assessment?

**Answer 1:** When completing the Service Reporting Service Delivery Report (Service Reporting SDR) the ACCS provider may report a Rehabilitative Encounter for each day staff completed work toward the development, update and revision of the Comprehensive Assessment (**See [ACCS Billing Guidelines for coding](#)**). Development, update and revision activities include:

- meeting with the person served, the Legally Authorized Representative (LAR), other service providers including the BH CP's, and/or other individuals of the person's choosing to gather assessment information;
- the completion of other assessments as indicated;
- the gathering of pertinent information from other parties needed for the Comprehensive Assessment and updating the Comprehensive Assessment; and
- Revising the Comprehensive Assessment when new needs are identified that were not previously assessed
- the completion of the Comprehensive Assessment forms.

**Question 2:** Can a Rehabilitative Encounter be claimed for assessments that are completed outside of the initial Comprehensive Assessment?

**Answer 2:** Yes, it is possible to bill a Rehabilitative Encounter for assessment and assessment related activities outside of the initial Comprehensive Assessment and annual Comprehensive Assessment (**See [ACCS Billing Guidelines for coding](#)**). In order to claim for this activity the following steps need to be taken:

- The process needs to include meeting with the person for the expressed purpose of conducting a specific assessment and the assessment needs to be conducted by ACCS clinical staff.
- Meetings or assessment related activity needs to be documented in a monthly note, noting what activities or parts of the assessment were completed that month.
- Though there can be several meetings needed for the purposes of conducting the assessment, the process must conclude documentation of the newly assessed information on the Comprehensive Assessment.