

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

Frequently Asked Questions

**Rehab Option: "R" Day Reporting
Development, Update and Revision of the Comprehensive Assessment**

Question 1: What are the guidelines for "R" Day reporting 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 "R" Days for each day staff completed work toward the development, update and revision of the Comprehensive Assessment (CA). 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 R days be billed for assessments that are completed outside of the initial Comprehensive Assessment?

Answer 2: Yes, it is possible to bill "R" days for assessment and assessment related activities outside of the initial Comprehensive Assessment and annual Comprehensive Assessment. 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.