

CCS Policy/Procedures
Assessment
DHS 36.07(5)(m)

Policy Statement: So that each CCS participant receives timely assessments and evaluations on which to base service decisions, a State of Wisconsin Functional Screen will be completed at the time of application to CCS, a comprehensive assessment will be completed within 30 days of receipt of the application for services, and updates to the comprehensive assessment will occur at least once per year, or more frequently as needed.

Discussion and Procedures:

1. Assessments will:
 - a. be clearly explained to the participant, and parent/guardian if applicable, and family when feasible and desired by the participant;
 - b. include available family information as well as the participant's perspective on all assessment domains;
 - c. ascertain the degree of English language proficiency spoken and understood; and,
 - d. be incorporated into the development, reviews, and revisions of the participant's recovery plans.
2. CCS Intake Staff will verify CCS program eligibility annually through the appropriate State of Wisconsin Functional Screen.
3. The comprehensive assessment will be facilitated by the Service Facilitator, will include consult and collaboration with the Mental Health Professional and Substance Abuse Professional, and will be completed in collaboration with the client and other members of the recovery team. The comprehensive assessment will be updated annually, or more frequently if needed as new information becomes available.
4. A Substance Abuse Professional will be part of the team if the client has, or is thought to possibly have, a substance use disorder. The Substance Abuse Professional who is certified under DHS 75 will establish substance use diagnoses and will conduct the assessment of substance use, strengths and service or treatment needs.
5. Assessments shall incorporate, to the greatest extent possible, the following:
 - a. the participant's own perspective and own words about their recovery, experience, challenges, strengths, resources, and needs,
 - b. the participant's recovery goals and understanding of their treatment or service options,
 - c. recent information and evaluations for coexisting mental health, substance use, physical and medical impairments,
 - d. gathered facts and histories that are updated with new information when

- it is obtained,
 - e. strengths, needs, recovery goals, priorities, preferences, values and lifestyle of the participant,
 - f. strengths of client's family, social network, community, and natural supports,
 - g. age and developmental factors,
 - h. cultural and environmental supports as they affect the participant's goals, desired outcomes, and preferred methods for achieving goals.
6. The assessment will address all domains of functioning including:
 - a. life satisfaction
 - b. basic needs
 - c. social network and family involvement
 - d. community living skills
 - e. housing
 - f. employment
 - g. education
 - h. finances and benefits
 - i. mental health
 - j. physical health
 - k. substance use
 - l. trauma and significant life stressors
 - m. medications
 - n. crisis prevention and management
 - o. legal status
 - p. other domains identified by the CCS
 7. The Service Facilitator will complete a comprehensive assessment with the participant and their recovery team within 30 days of the date of application for CCS services. The assessment may only be abbreviated if one of the following applies:
 - a. the participant's health or symptoms allows obtaining little or no information within the timeframe,
 - b. the participant chooses not to provide information necessary for completion,
 - c. the participant is immediately interested in receiving only specified services that require limited information
 8. If an assessment is abbreviated for a reason acceptable above, it must still meet the requirements of a comprehensive assessment insofar as is possible under the conditions. The assessment summary will specify the reason for the abbreviation of the assessment.
 9. An abbreviated assessment can be in effect for no longer than 3 months from the application for services. At the expiration date, a comprehensive assessment must be completed. If the assessment cannot be completed, the client will be informed that psychosocial rehabilitation services through the

CCS can no longer be offered and services will be discontinued according to DHS 36 regulations.

10. An assessment summary will be completed by the Service Facilitator or team designee that includes:
 - a. Each meeting date that occurred to gather information for the comprehensive assessment and the date when the assessment was completed.
 - b. A summary of the information that was used to develop the service recommendations and outcomes.
 - c. The participant's desired outcomes and goals.
 - d. The names and relationship to the participant of all individuals who participated in the assessment process.
 - e. Any significant differences of opinion that are not resolved among members of the recovery team.
 - f. Signatures of all persons present at assessment meetings.
11. The comprehensive assessment and assessment summary will establish the foundation for medical necessity and authorization of services.
12. The assessment summary will be updated concurrently with any update to the comprehensive assessment.
13. Screening and Assessment services provided to a participant will be documented in progress notes in the DCDHS CCS Module.
14. Assessment and assessment summary documents will be kept in the participant's central record at DCDHS. All assessment documents will reflect the dates the screening and assessment services took place and the dates the assessments were completed.

Approved by CCS Coordination Committee on September 15, 2021.

5.1.14, 8.25.14, 4.7.15, 4.28.15
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