



Regional Behavioral Health Authority (RBHA)
Instructions for Completing the
Child and Family Team (CFT) Practice Protocol Quarterly Monitoring Report

Introduction

RBHAs are responsible for monitoring the required elements in the Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) Practice Protocol *Child and Family Team Practice*. Ten questions that evaluate CFT Practice have been developed and implemented as part of the DBHS Universal Chart Review Tool which is used by the Division's Office of Monitoring and Oversight during their quarterly validation review process. These ten questions are listed on the *RBHA CFT Practice Protocol Quarterly Monitoring Report*.

RBHAs are expected to evaluate these questions during their routine provider chart reviews and report back to ADHS/DBHS on a quarterly basis as described in the section below.

Completing the RBHA CFT Practice Protocol Quarterly Monitoring Report

To complete the *RBHA CFT Practice Protocol Quarterly Monitoring Report*, RBHAs will pull the responses to the ten corresponding CFT Practice questions from their review tool. The RBHA will then enter the percentage of "yes" responses to each of the questions, as gathered from all charts reviewed during the previous quarter.

For example, if 10 charts were reviewed in the first quarter and from those charts there were 8 "yes" responses to question # 1, the RBHA would enter 80% in the first quarter's box for that question. This will yield quantitative data providing valuable information about how closely the children's behavioral health system is adhering to the required elements described in the ADHS/DBHS Practice Protocol *Child and Family Team Practice*.

Lastly, the RBHA is expected to describe any trends identified and their plans for improvement based on the data collected from the chart reviews. RBHAs should consider this data together with the findings from the System of Care Practice Reviews (SOCPR) and the Standard Needs Reviews when monitoring the required elements in the ADHS/DBHS Practice Protocol *Child and Family Team Practice*.

Completed monitoring reports should be submitted by the 15th day after the end of the quarter to the following:

ADHS/DBHS
Attn. Karla Schaff
150 N 18th Avenue, Suite 220
Phoenix AZ 85007-3228
(or electronically to: SCHAFFK@azdhs.gov)

This information will be provided to the ADHS/DBHS Utilization Management Department.

RBHA Child and Family Team (CFT) Practice Protocol Quarterly Monitoring Report

GSA _____ Network (if applicable) _____ Fiscal Year: _____ Quarter: _____

of Charts Reviewed During Quarter _____

Percentage of “yes” responses

ADHS/DBHS Universal Review Tool Questions	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Average
1. For all children and youth age birth to 18, the Core and Birth to Five Assessments include an initial Strengths, Needs, & Culture Discovery completed within 45 days of the intake appointment					
2. For children and youth age 6 through 17, a Child & Adolescent Service Intensity Instrument (CASII) was completed during the initial 45 day assessment period					
3. For children and youth age 6 through 17, the CASII has been updated at least every 6 months and scores entered into the Client Information System (CIS)					
4. If CASII level 3, 4, 5, or 6, there is a crisis plan present					
5. Service plans for children identify outcomes, actions, and strategies/ interventions/tasks related to the family’s vision of the future					
6. Treatment plans for children include measures by which the child/family and CFT can monitor progress					
7. Ongoing crisis planning for children anticipates crises based on knowledge of past behavior as an indicator of future behavior					
8. Ongoing crisis planning for children changes over time in response to what is known to be effective or ineffective					
9. Ongoing crisis planning for children utilizes input from the child/family on what can go wrong with the plan and responds accordingly					
10. Ongoing crisis planning evaluates the management of the crisis and effectiveness of the plan once the crisis has stabilized					

RBHA Performance Improvement Actions

Trends Identified:

Q1:

Q2:

Q3:

Q4:

Recommendations for Improvement:

Q1:

Q2:

Q3:

Q4: