



RYAN WHITE PART A (RWPA) HIV/AIDS PROGRAM
 LAS VEGAS TRANSITIONAL GRANT AREA (TGA)

MENTAL HEALTH SERVICES—SERVICE STANDARDS

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| Drafted by Part A Recipient Office | Approved by Part A Planning Council |
| December 2017 | January 2018 |

IMPORTANT: All Las Vegas Transitional Grant Area (TGA) service providers must adhere to the Las Vegas-TGA *Universal Service Standards*. Please read the *Universal Service Standards* prior to reading the service standards below.

Service Description

Mental Health Services are the provision of outpatient psychological and psychiatric screening, assessment, diagnosis, treatment, and counseling services offered to clients living with HIV. Services are based on a treatment plan, conducted in an outpatient group or individual session, and provided by a mental health professional licensed or authorized within the state to render such services. Such professionals typically included psychiatrists, psychologists, and licensed clinical social workers.

Program Guidance

Mental Health Services are allowable only for HIV-infected clients

See [Psychosocial Support Services](#)

Minimum Requirements

| STANDARD | MEASURE |
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| 1. Staff Requirements | |
| A. Providers must ensure that staff and contracted service providers are mental health treatment professionals currently licensed to provide such services. | A. A copy of most recent license |
| 2. Service Delivery | |
| 2.1. Assessment The mental health treatment provider must complete a face-to-face assessment within the first three mental health visits. The assessment must include, at minimum, a review of the following areas: <ul style="list-style-type: none"> • Presenting problems • Medical history and medications • Mental health and psychiatric history • Substance use and treatment history • Family history | 2.1. Documentation in consumer record of completed assessment form or progress note within specified timeframe |

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| <ul style="list-style-type: none"> • History of trauma • Psychological functioning • Leisure and recreational activities • Social support | |
| <p>2.2. Treatment Plan The mental health treatment provider must complete a treatment plan collaboratively with the consumer within the first three mental health visits. The treatment plan must include:</p> <ul style="list-style-type: none"> • Clinical mental health diagnosis(es) • A description of the need(s) • Action steps/interventions to address the need(s) • The treatment modality • Timeframes to address the need(s), including recommended number of sessions • Dated signatures of the consumer and mental health treatment provider | 2.2. Documentation in consumer record of completed and signed treatment plan form |
| <p>2.3. Continuity of Care The mental health treatment provider must review and update the treatment plan on an as needed basis and have documented progress notes for all visits.</p> | 2.3. Documentation in consumer treatment plan that needs are closed out when they are met/deferred and progress notes for all visits |
| <p>2.4. Reassessment The mental health treatment provider must complete a reassessment, at minimum, every six months.</p> | 2.4. Documentation in consumer records of a reassessment at specified timeframes. |
| <p>2.5. Discharge Summary The mental health treatment provider must complete a discharge summary for all client discontinuing mental health services. The discharge summary must include:</p> <ul style="list-style-type: none"> • Summary of needs at admission • Summary of services provided • Goals completed during treatment • Reason for discharge • Consumer-centered discharge plan • Referrals provided • Dated signature of provider and provider supervisor | 2.5. Documentation in consumer records of discharge summary with relevant signatures |
| 3. Program Data and Reporting | |
| <p>A. Mental Health Services programs are required to collect the following data elements in the Las Vegas TGA CAREWare data system:</p> <ul style="list-style-type: none"> • Year of birth • Ethnicity • Hispanic subgroup | A. Documentation in Las Vegas TGA CAREWare |

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| <ul style="list-style-type: none"> • Race • Asian subgroup • NHPI Subgroup • Gender • Transgender subgroup • Sex at Birth • Health insurance | |
| 4. Policies and Procedures | |
| A. None at this time. | A. N/A |
| 5. Referral Policy | |
| <p>A. All service providers must work in partnership with the client, their internal care coordination team and external providers (both Ryan White HIV/AIDS Program-funded and non-Ryan White-funded sites) to ensure appropriate and timely service referrals are made.</p> <p>For more information, see Las Vegas TGA Referral Policy.</p> | <p>A. For internal Ryan White Part A referrals: documentation in CAREWare. For external referrals: documentation in client record that referral was completed.</p> |