

Outpatient Clinical Services Manual Procedure for Reviewing Initial ANSA/CANS Assessments

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Summary: To ensure consistency in reviewing initial ANSA/CANS Assessments within Hamilton Center Inc. the following procedure will be utilized.

PROCEDURE:

1.0 Initial ANSA/CANS Assessment

- 1.1 An initial ANSA/CANS assessment will be completed by a qualified Licensed Professional, Qualified Behavioral Health Professional (QBHP) or Other Behavioral Health Professional (OBHP).

2.0 Criteria for Provider Review

- 2.1 All new and current QBHPs and OBHPs will be required to submit the initial ANSA/CANS assessment for review to the Clinical Supervisor/Program Manager for a period of 6 months.
- 2.2 After a period of 6 months a determination will be made by the Clinical Supervisor/Program Manager, regarding the need for continued submission of the initial assessment to the Clinical Supervisor/Program Manager. The Clinical Supervisor/Program Manager will inform the provider via email regarding the requirement of the continued submission of the documents for review or termination of submission of documents for review.
- 2.3 If there is a continued need for submission of the initial ANSA/CANS assessment, the Clinical Supervisor/Program Manager will continue to review on a month to month basis until a determination can be made that the provider no longer needs the initial assessments reviewed.
- 2.4 New and current licensed professionals will be required to submit an initial ANSA/CANS assessment for review to the Clinical Supervisor/Program Manager for a period of 3 months.

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- 2.5 After a period of 3 months, a determination will be made by the Clinical Supervisor/Program Manager, regarding the need for continued submission of the initial assessment to the Clinical Supervisor/Program Manager. The Clinical Supervisor/Program Manager will inform the provider via email regarding the requirement of the continued submission of the documents for review or termination of submission of documents for review.
- 2.6 If there is a continued need for submission of the initial ANSA/CANS assessment, the Clinical Supervisor/Program Manager will continue review on a month to month basis until a determination can be made that the provider no longer needs the initial assessments reviewed.

3.0 Initial Assessment Review

- 3.1 Once an initial ANSA/CANS assessment is completed, the provider completing the assessment will review and transfer the document to the Clinical Supervisor of that site. If there is not a current Clinical Supervisor, the provider will review and transfer the document to the Program Manager for review.
- 3.2 The Clinical Supervisor/Program Manager will review the initial assessment to ensure the documentation associated with each domain accurately reflects the correct rating indicated for the documentation. The Clinical Supervisor/Program Manager will also assess the Level of Need score to ensure accuracy of ratings.
- 3.3 If the Clinical Supervisor/Program Manager concurs with the domain ratings of the initial assessment and there are no changes necessary, they will review and sign the document within the clinical record. This will allow the assessment to be processed at the state for an MRO package.
- 3.4 If the Clinical Supervisor/Program Manager does not concur with the rating of the initial assessment, they will transfer the document back to the provider with suggestions for improvement in rating.
- 3.5 If the Clinical Supervisor/Program Manager transfers an assessment back to the provider, they will have 24 hours to make the necessary changes to the assessment and transfer the document back to the Clinical Supervisor/Program Manager for review.
- 3.6 The Clinical Supervisor/ Program Manager will review the initial assessment and either review and sign if they are satisfied with the ratings or continue to provide feedback to the provider until the documentation of ratings are satisfactory.