

**LAKESHORE REGIONAL ENTITY  
Assertive Community Treatment (ACT)**

*This service must be provided consistent with requirements outlined in the MDHHS Medicaid Provider Manual as updated. The manual is available at:*

<http://www.mdch.state.mi.us/dch-medicaid/manuals/MedicaidProviderManual.pdf>

**1. Definition or Description of Service**

- a. Assertive Community Treatment (ACT) is a therapeutic set of intensive clinical, medical and psychosocial services provided by a mobile multi-disciplinary treatment team that includes case/care management, psychiatric services, counseling/psychotherapy, housing support, Substance Use Disorders treatment and employment and rehabilitative services provided in the Individual's home or community.
- b. ACT provides basic services and supports essential to maintaining the Individual's ability to function in community settings, including assistance with accessing basic needs through available community resources (such as food, housing, medical care and supports) to allow beneficiaries to function in social, education, and vocational settings.
- c. ACT is an individually tailored combination of services and supports that may vary in intensity over time and is based on individual need. ACT includes availability of multiple daily contacts and 24-hour, 7-days per-week crisis availability provided by the multi-disciplinary ACT team which includes psychiatric and skilled medical staff. ACT services are based on the principles of recovery and person-centered practice and are individually tailored to meet the needs of each Individual. Services are provided in the Individual's residence or other community locations by all members of the ACT team staff.
- d. The Prepaid Inpatient Health Plans (PIHPs) and the Community Mental Health Services Programs (CMHSPs) offer a continuum of adult services including case/care management, outpatient therapy, and psychiatric services that can be used in varying intensities and combinations to assist beneficiaries in a recovery-oriented system of care. The Individual's level of need and preferences must be considered in the admission process. ACT is the most intensive non-residential service in the continuum of care within the service array of the public behavioral health system.
- e. Essential Elements – ACT Services
  - i. Team-Based Service - ACT is a team-based behavioral health service that includes shared service delivery responsibility that provides consistent continuity of care. Case/care management, psychiatric services, counseling/psychotherapy, peer support services, housing support, substance use disorder treatment, employment and rehabilitative services are interwoven with treatment and rehabilitative services, and services are provided by all members of the ACT team in the Individual's home or community.
  - ii. All ACT staff must obtain a basic knowledge of ACT programs and principles acquired through participation in MDHHS-approved ACT-specific initial training, and subsequent participation in at least one MDHHS-approved ACT-specific training annually thereafter. All initial training of ACT staff must occur within six months of hire for work in ACT. Physicians/Nurse Practitioners must participate in the MDHHS-approved Physicians/Nurse Practitioners training one time, with additional ACT training/participation for Physicians/Nurse Practitioners encouraged, but not mandatory.
  - iii. Team meetings occur Monday through Friday on business days and are attended by all ACT staff members on duty. Physicians and/or Nurse Practitioners are expected to participate in ACT team meetings at least weekly. Agendas for daily team meetings include the status of all beneficiaries, updates from on-call, clinical and case/care

management needs, crisis management, schedule organization, and finalized plans for ACT staff deployment into the community.

- iv. A minimum of 80% of ACT contacts provided by the team are in the Individual's home or other agreed upon community location. Treatment groups identified in the Individual Plan of Service (IPOS) such as Family Psychoeducation, Alcoholics Anonymous, etc., are excluded from the 80% community visit standard regardless of where the group is held.
- v. The average number of visits per day/week/month provided by the whole team, not individual ACT team members, to an individual consumer will comprise of 80% of home or community contacts.

f. Team Composition and Size

- i. The ACT team requires a sufficient number of qualified staff to assure the provision of an intensive array of services on a 24-hour basis. Teams must have at least three staff members, but generally are comprised of 4-9 staff members, with the expected team average of 6-7. The minimum ACT staffing requirements are below. ACT teams that need to operate with as few as 3 members or more than 9 members must have MDHHS approval. The scope of services for individual ACT staff members requires that some staff will work in the community more often than others.
- ii. A full-time team leader with a minimum of a Master's degree in a relevant discipline and with appropriate licensure or certification to provide clinical supervision to the ACT team staff, plus a minimum of two years' post-degree clinical experience with adults who have serious mental illness is required. The ACT team leader is a Qualified Mental Health Professional (QMHP) or Mental Health Professional (MHP). The ACT team leader also provides direct services to beneficiaries in the community within their scope of practice.
- iii. A full-time registered nurse (RN) is required on the ACT team. The RN provides integrated behavioral and physical healthcare, including managing medication, assessing and coordinating physical/medical care, and providing direct services to the Individual in the community.
- iv. A physician who provides psychiatric coverage for all beneficiaries served by the ACT team is required. The physician is considered a part of the ACT team, but is not counted in the staff-to-Individual ratio. The physician participates in the team meeting at least weekly and is assigned to the ACT team at least 15 minutes per Individual per week in a capacity that allows for immediate access to the physician so that emergency, urgent or emergent situations may be addressed. The expectation is that some beneficiaries will need more physician time and some beneficiaries will need less time during any given week. The physician may delegate psychiatric activities to a nurse practitioner, but the nurse practitioner must be supervised by that physician. Typically, although not exclusively, physician activities may include team meetings, Individual appointments during regular office hours, psychiatric evaluations, psychiatric meetings/consultations, medication reviews, home visits, telephone consultations and telemedicine. The physician (MD or DO) must possess a valid license to practice medicine in Michigan, a Michigan Controlled Substance License, and a Drug Enforcement Administration (DEA) registration.
- v. A nurse practitioner may perform clinical tasks delegated by and under the supervision of the physician. The nurse practitioner must hold a specialty certification as a nurse practitioner in Michigan, a current license to practice nursing in Michigan, and a master's degree in psychiatric mental health nursing. If the ACT team includes a nurse practitioner, he/she may substitute for a portion of the physician time, but may not substitute for the ACT RN. The nurse practitioner is not counted in the staff-to-Individual ratio. Typically, although not exclusively, nurse practitioner activities may

include team meetings, Individual appointments during regular office hours, evaluations, psychiatric meetings/consultations, medication reviews, home visits, telephone consultations and telemedicine.

- vi. A case or care manager with a minimum of a Bachelor's degree in a human services discipline with appropriate licensure to provide the core elements of case or care management, with at least one year of experience providing services to adults with a mental illness, is required. This Individual shall be a Qualified Mental Health Professional (QMHP).
    - (1) If the case or care manager has a Bachelor's degree, but is without the specialized training or experience, the case or care manager must be supervised by a QMHP who does possess the training or experience.
  - vii. A QMHP with a clinically prepared Master's Degree shall provide individual/family counseling.
  - viii. Up to one Full Time Equivalent (FTE) Peer Support Specialist (PSS) may substitute for one QMHP to achieve the 1:10 required staff-to-Individual ratio. Under the supervision of the ACT team leader, a PSS may provide documentation in Individual records. This supervision is documented in the Individual record.
  - ix. Up to one FTE paraprofessional staff to work with ACT teams may be counted in the staff-to-Individual ratio. Paraprofessional staff may have a bachelor's degree or related training in a field other than behavioral sciences (e.g., certified occupational therapy assistance, home health care); or have a high school equivalency and work or life experience with adults with severe mental illness or co-occurring substance use disorders.
  - x. If the ACT team provides substance use disorder services, there must be a designated Substance Abuse Treatment Specialist who has one or more credentials through the Michigan Certification Board of Addiction Professionals (MCBAP). If the ACT team provides co-occurring treatment or substance use disorder treatment, the Organization must have a substance use disorder treatment license issued by the State of Michigan.
  - xi. Additional staff positions reflect the needs of the population, such as the ability to obtain housing, employment services and rehabilitative services for beneficiaries who request them, and shall minimally be a QMHP.
- g. Staff to Individual Ratio
- i. The staff-to-Individual ratio shall be no less than 1:10, i.e., a maximum of 10 beneficiaries to each ACT staff. With the exceptions of the limitations on paraprofessionals and peer support specialists described above, the ratio includes all ACT team members, excluding the clerical support staff and physicians or nurse practitioners.
- h. Fixed Point of Responsibility
- i. The ACT team is the fixed point of responsibility for the development of the individual plan of service (IPOS) using the person-centered planning process and for supporting beneficiaries in all aspects of community living. The process addresses all services and supports to be provided to or obtained for the Individual by the team, including consultation with other disciplines and/or coordination of other supportive services as appropriate.
- i. Availability of ACT Service must include:
- i. 24-hour/7-day crisis response coverage (including psychiatric availability) that is handled directly by members of the ACT team. For 3-member teams, 'on call' services may be a part of the larger organization's on-call system if approved by MDHHS.
  - ii. The capacity to provide a rapid response to early signs of relapse, including the capability to provide multiple contacts daily with beneficiaries in acute need or with emergent conditions.

- iii. The ACT team has the ability to provide needed services to the Individual 7 days a week as per the IPOS.
  - j. Individual Plan of Service (IPOS)
    - i. ACT services and interventions must be consistent and balanced through medical necessity and the preferences of the Individual while embracing person-centered principles, wellness and behavioral health recovery with a goal of maximizing independence and a progression into less intensive services.
    - ii. Beneficiaries with co-occurring substance use disorders must have both behavioral health and substance use disorders addressed in the IPOS.
    - iii. Beneficiaries who need a less intensive service than ACT, such as case/care management, have documentation in the IPOS detailing the transition plan to the new service and a plan to return to ACT should the need occur.
  - k. In Vivo Settings
    - i. ACT teams provide a wide array of clinical, medical and rehabilitative services during face-to-face interactions designed to promote the Individual's growth in recovery. ACT services and supports are focused on acquiring needed behavioral health services, substance misuse services, physical health care, performing activities of daily living, obtaining and/or maintaining employment, developing leisure activities, developing and maintaining meaningful relationships, maintaining housing, avoiding arrest and incarceration, navigating the legal system, transitioning successfully into the community from jail or prison, and relapse prevention.
    - ii. Services for ACT beneficiaries may include those defined elsewhere in this chapter, as well as others that are consistent with individual preferences, professionally accepted standards of care, and that are medically necessary.
    - iii. ACT services may be used as an alternative to hospitalization as long as Individual health and safety issues can be reasonably well-managed with ACT supports that do not require 24-hour-per-day supervision.

## **2. Practice Principles**

- a. Providers are encouraged to offer evidence-based and promising practices as part of the Medicaid covered specialty services where applicable. Providers shall assure that these practices are provided by staff who have been appropriately trained in the model(s) and are provided to the population for which the model was intended.
- b. Provider will comply with the principles of person-centered planning as outlined in the MDHHS BHDDA Person-Centered Planning Policy.
- c. MDHHS encourages the use of natural supports to assist in meeting an Individual's needs to the extent that the family or friends who provide the natural supports are willing and able to provide this assistance. The use of natural supports must be documented in the Individual's individual plan of service.

## **3. Credentialing Requirements** *Refer to current Medicaid Provider Manual for updated requirements*

- a. Medicaid providers wishing to become providers of ACT services must obtain approval from MDHHS and meet the program components outlined below. Provider programs with more than one ACT team must have individually approved and registered ACT teams. All ACT teams are subject to MDHHS re-approval every three years.
- b. Provider will assure that licensed professional staff are licensed and/or registered in the State of Michigan to provide services at the level authorized by the Payor. Licensed professionals shall act within the scope of practice defined by their license.
- c. Provider shall assure that all staff providing services are qualified and trained to provide services at the level authorized by the Payor.

- d. Providers of ACT services must meet the staff qualifications as defined by the MDHHS Michigan PIHP/CMHSP Provider Qualification per Medicaid Services and HCPCS/CPT Codes.
- e. Provider shall ensure that all vehicles used for transporting the Individual(s) under this agreement are in safe operating condition and contain first aid equipment.
- f. Provider shall permit only responsible staff with an appropriate valid driver's license and insurance, as required by State law, to operate motor vehicles while transporting Individual(s) as evidenced by annual driving record and insurance checks.
- g. Provider shall maintain a copy of training records for each staff person for review if requested by the Payor, the LRE, or an external review team.

#### **4. Service Requirements**

- a. Provider shall ensure coordination of care occurs between the Individual's primary health care physician and Medicaid Health Plan (as appropriate). Coordination of care shall include the full array of primary and acute physical health services, behavioral health care, natural or community supports to provide effective treatment, and as specified in an Individual's plan of service.
- b. Provider shall ensure language interpretation, translation services, and hearing interpreter services are provided as needed, and at no cost to the Individual. Provider shall be responsive to the particular needs of Individuals with sensory or mobility impairments, and provide necessary accommodations.
- c. Provider shall complete service documentation and records that meet the PIHP/CMHSP's requirements for reimbursement. Provider's services and documentation/records shall comply with the standards of the PIHP, CMHSP, accreditation bodies, MDHHS, any applicable licensing Department or Agency of the State of Michigan, Medicaid and Medicare regulations and/or any third-party payers.
- d. The Individual's record must contain sufficient information to document the provision of services, including the nature of the service, the date, and the location of contacts, including whether the contacts were face-to-face. The frequency and scope of contacts must take into consideration the health and safety needs of the Individual.

#### **5. Training Requirements**

- a. See Attachment I: Training Requirements for specific training requirements and frequency of trainings.
- b. Provider will ensure and document that each staff is trained on the Individual's IPOS and ancillary plans, prior to delivery of service.

#### **6. Eligibility Criteria/Access Requirements/Authorization Procedures**

- a. Utilization of ACT in high acuity conditions and situations allows beneficiaries to remain in their community of residence and may prevent the use of more restrictive alternatives which may be detrimental to a Individual's existing natural supports and occupational roles. This level of care is appropriate for beneficiaries with a history of serious mental illness who may be at risk for inpatient hospitalization or intensive crisis residential or partial hospitalization services, but can remain safely in their communities with the considerable support and intensive interventions of ACT. In addition to meeting the following criteria, these beneficiaries may also be likely to require or benefit from continuing psychiatric rehabilitation.
- b. The ACT acute service selection guideline cover criteria in the following domains:
  - i. Diagnosis: the Individual must have a serious mental illness, as reflected in a primary, validated, current version of Diagnostic and Statistical Manual of Mental Disorders (DSM) or International Classification of Diseases (ICD) diagnosis (not including ICD-9 V-codes and ICD-10 Z-codes).

ii. Severity of Illness: Psychiatric Status

(1) Prominent disturbance of thought processes, perception, affect, memory, consciousness, somatic functioning (due to a mental illness) which may manifest as intermittent hallucinations, transient delusions, panic reactions, agitation, obsessions, ruminations, severe phobias, depression, etc., and is serious enough to cause disordered or aberrant conduct, impulse control problems, questionable judgment, psychomotor acceleration or retardation, withdrawal or avoidance, compulsions, rituals, impaired reality testing and/or impairments in functioning and role performance.

iii. Self-Care/Independent Functioning

(1) Disruptions of self-care, limited ability to attend to basic physical needs (nutrition, shelter, etc.), seriously impaired interpersonal functioning, and/or significantly diminished capacity to meet educational/occupational/parental role performance expectations.

(2) Drug/Medication Conditions - Drug/medication adherence and/or a co-existing general medical condition which needs to be simultaneously addressed along with the psychiatric illness and which cannot be carried out at a less intensive level of care. Medication use requires monitoring or evaluation for adherence to achieve stabilization, to identify atypical side effects or concurrent physical symptoms and medical conditions.

(3) Risk to Self or Others - Symptom acuity does not pose an immediate risk of substantial harm to the Individual or others, or if a risk of substantial harm exists, protective care (with appropriate medical/psychiatric supervision) has been arranged. Harm or danger to self, self-mutilation and/or reckless endangerment or other self-injurious activity is an imminent risk.

iv. Intensity of Service

(1) ACT team services are medically necessary to provide treatment in the least restrictive setting, to allow beneficiaries to remain in the community, to improve the Individual's condition and /or allow the Individual to function without more restrictive care, and the Individual requires at least one of the following:

(a) An intensive team-based service is needed to prevent elevation of symptom acuity, to recover functional living skills and maintain or preserve adult role functions, and to strengthen internal coping resources; ongoing monitoring of psychotropic regimen and stabilization necessary for recovery.

(b) The Individual's acute psychiatric crisis requires intensive, coordinated and sustained treatment services and supports to maintain functioning, arrest regression and forestall the need for inpatient care in a 24-hour protective environment.

(c) The Individual has reached a level of clinical stability (diminished risk) obviating the need for continued care in a 24-hour protective environment but requires intensive coordinated services and supports.

(d) Consistent observation and supervision of behavior are needed to compensate for impaired reality testing, temporarily deficient internal controls, and/or faulty self-preservation inclinations.

(e) Frequent monitoring of medication regimen and response is necessary and adherence is doubtful without ongoing monitoring and support.

- (f) Routine medical observation and monitoring are required to affect significant regulation of psychotropic medications and/or to minimize serious side effects.

v. Discharge

- (1) Cessation or control of symptoms is not sufficient for discharge from ACT. For beneficiaries who have progressed forward on their journey toward recovery and are ready for a less intensive service, the IPOS should document the transition from ACT to a less intensive service, such as case/care management. Recovery must be sufficient to maintain functioning without the support of ACT as identified through the person-centered planning process as described below:
    - (a) The Individual no longer meets severity-of-illness criteria and has demonstrated the ability to meet all major role functions for a period of time sufficient to show clinical stability.
  - (2) Beneficiaries who meet medical-necessity criteria for ACT services usually require and benefit from long-term participation in ACT. ACT is not a service that is appropriate for short-term stabilization and then transition into another program.
  - (3) If a Individual requests transition to other service(s) because he/she believes maximum benefit has been reached in ACT, consideration for transition into less intensive services must be reviewed during the person-centered planning process. If clinical evidence supports the Individual's desire to transition, this evidence and the transition plan must be detailed in a revised IPOS developed through the person-centered planning process. The plan must identify what supports and services will be made available, and contain a provision for re-enrollment into ACT services, if needed.
  - (4) Engagement of the Individual in ACT is not possible as deliberate, persistent and frequent assertive team outreach, including face-to-face engagement attempts and legal mechanisms when necessary, have been consistent, unsuccessful, and documented over many months, and an appropriate alternative plan has been established with the Individual.
  - (5) Individual has moved outside of the geographic service area. Contact continues until service has been established in the new location.
  - (6) Individuals presenting for mental health services will be engaged in a person-centered planning process through which diagnostic information and service eligibility will be determined. Eligibility tools may be used in conjunction with the person-centered planning process to determine and document medical/clinical necessity for the requested service.
- c. The [Lakeshore Region Guide to Services](#) provides a summary of service eligibility, access to services, and service authorization. This document is located on the Lakeshore Regional Entity website at [www.lsre.org](http://www.lsre.org). Additional information related to policies, procedures and Provider Manuals may be found by accessing the specified CMHSP websites.