



## **LICENSING INTENSIVE IN-HOME SERVICES GUIDANCE**

*This guidance document is designed to help Intensive In-Home Service programs work within DBHDS regulations and is not intended to replace or supersede program regulations. Programs should also be familiar with Department of Medical Assistance (DMAS) regulations on Intensive In-Home Services as well as requirements outlined in the DMAS CMHRS provider manual.*

### **STAFF QUALIFICATIONS**

1. Intensive in-home services can only be provided by staff who meet the DMAS definition of a Qualified Mental Health Professional (QMHP) or Licensed Mental Health Professional (LMHP). In general the minimum education level for this service is a bachelor's degree.
2. The maximum number of cases that the QMHP can carry at one time is five (5). If one case is transitioning out of Intensive In-Home the caseload can be up to six (6) for up to 30 days.
3. A LMHP or a master/doctoral level license eligible (as defined by Registration of Supervision with the appropriate Licensing Board) provider under the supervision of an LMHP must provide all individual or family therapy.
4. QMHP's are allowed to do counseling which is defined as guidance, advice, and psychoeducational services.

### **ASSESSMENT**

1. Data documenting the need for intensive in-home services (eligibility information based on medical necessity) is a required part of the assessment. The assessment including diagnosis must be done by an LMHP or License Eligible Provider.
2. Assessment by the intensive in-home program LMHP or License Eligible Provider must be done face-to-face with both the child and family prior to starting services.
3. Additional assessment time for specific elements can be incorporated into the initial service plan (ISP) as long as the service plan is updated upon completion of this assessment element.
4. If a License Eligible Provider performs the assessment, the assessment must be reviewed with the LMHP within 24 hours of conducting the assessment.

### **SUPERVISION**

1. Given the intensive nature of the program the maximum number of supervisee that a full-time clinical supervisor (LMHP or License Eligible Provider) can oversee is eight (8) to ten (10) counselors. Supervisors that are working half-time can oversee a maximum of

- four (4) to five (5) supervisees. If a supervisee is less than half time, check with your licensed specialist for guidelines.
2. In general a supervisor working less than half time can supervise no more than two (2) counselors.
  3. Supervision must be face-to-face and provided weekly, with individual supervision at least every other week.
  4. The clinical supervisor is to be available for phone consultation with counselors as needed.
  5. Supervision is to be documented by the LMHP or License Eligible staff providing the supervision. A supervision log or note should be placed in the client's file documenting that supervision was provided. A more detailed note written by the supervisor summarizing the meeting and noting any recommendations must be maintained in a separate supervisor's file. A checklist may be used but is not sufficient.
  6. A QMHP who is not a LMHP or License Eligible Provider can provide administrative supervision only. They cannot provide clinical supervision.
  7. All programs must have an LMHP to oversee their clinical services.

## **TREATMENT**

1. The intensive in-home program is responsible for addressing the clinical needs of the child and family. It is expected that the clinical staff will have the appropriate skills, training, and supervision to accomplish this responsibility. Providing limited services to the child and family that does not address all of their clinical needs is not acceptable. If the services are outside the scope of intensive in-home services, such as services for a parent who is Seriously Mentally Ill, an appropriate referral should be made. When therapy is required to address the clinical issues, the intensive in-home program is responsible for either providing therapy or arranging for an outside therapist. All therapy must be provided by a LMHP or License Eligible (as defined by Registration of Supervision with the appropriate Licensing Board) Provider.
2. The intensive in-home program is not expected to directly provide psychiatric evaluation and medication. The program is responsible for facilitating a referral if the child's clinical needs require psychiatric evaluation and treatment.

## **CONDITIONAL LICENSE**

1. A conditional license is issued for a period of six (6) months. An additional six month conditional license may be issued after that period based on the program's ability to maintain compliance with all licensing regulations. During the conditional licensing period, the program cannot expand locations. This means they can not serve children outside the region they are licensed for. In addition the program cannot serve more than thirty-five (35) clients at a time.
2. Once the program is allowed to expand they must submit a Service Modification request to their Licensing Specialist. No services can be provided until the Service Modification is approved. An affiliation with an LHRC in the new region is required prior to the Service Modification being approved.

*Please feel free to contact your Licensing Specialist if you have any further questions*