



**ICT & PACT SERVICES
POLICY & RECORD REVIEW FORM - ADDENDUM
DBHDS—Office of Licensing**

PROVIDER:	LICENSE #:
SERVICE:	SPECIALIST:
DATE:	<input type="checkbox"/> Scheduled Review <input type="checkbox"/> Unannounced Review

Regulation/Section	Standard	Score	Comments
§1360.A.1	Individual served must meet admission criteria of being severely mentally ill		
§1370.A.1	Staffing Plan		
§1370.A.1.a	80% of staff meet qualifications of QMHP, including at least five full time staff on ICT teams; ten on PACT teams, program assistant & psychiatrist		
§1370.A.1.a	Full time team leader who is QMHP, with three years experience of MH service, oversees all aspects of operation		
§1370.A.1.b	One or more full time RN's with one year experience OR LPN with three years experience		
§1370.A.1.c	Two or more full time mental health professionals who are QMHP (half of whom hold a master's degree), including a vocational & substance abuse professional		
§1370.A.1.d	One or more full time QPPMH or QMHP peer specialist who has been a recipient of MH services for severe MI		
§1370.A.1.e	A program assistant with skills & abilities in medical records management, operating the management information system, maintaining accounts & budget records		
§1370.A.1.f	One board certified (or board eligible) psychiatrist. At least twenty minutes of time for each individual served		
§1370.A.2	PACT team to include three FTE nurses, one an RN with 5 years experience.		
§1370.A.2.a	At least 80% of the clinical employees or contractors, not including the program assistant or psychiatrist, shall meet QMHP-Adult standards and shall be qualified to provide the services described in 12 VAC 35-105-1410.		
§1370.A.2.b	MH professionals - At least half of the clinical employees or contractors, not including the team leader or nurses and including the peer specialist if that person holds such a degree, shall hold a master's degree in a human service field.		
§1370.A.3.a	ICT team has at least five full-time clinical staff-PACT has at least 10 full-time clinical staff		
§1370.A.3.b	IC T/PACT teams maintain minimum number of staff with ratio of at least 1:10.		
§1370.A.3.c	ICT teams may serve no more than 80 individuals. PACT teams may serve no more than 120 individuals		
§1370.A.3.d	Transition plan required of PACT teams that will allow for "start-up" when newly forming teams are not in full compliance with the PACT model relative to staffing patterns and individuals receiving services capacity		
§1370.B	ICT & PACT teams meet daily, M-F, at least four days per week to review & plan services		
§1370.C	ICT teams operate a minimum of eight hours a day, five days a week. PACT teams shall be available 24 hours a day & operate a minimum of 12 hours each weekday & 8 hours each weekend & holidays		
§1370.D	ICT & PACT teams shall make crisis services available 24 hours a day, but may arrange coverage through another crisis provider		
§1390.A	Daily Operation		
	ICT & PACT Teams shall conduct daily organizational		



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		meetings to review status of individuals served & outcome of most recent staff contact		
§1390.B		Maintain a daily log with roster of individuals served & documentation of services provided		

COMMENTS:	Name/Record Number							

RECORD OF INDIVIDUAL SERVED									
§1400	Provider solicits individuals own assessment of needs, strengths, goals, preferences & abilities								
§1400.1	Provider shall assess psychiatric history, mental status & diagnosis, including the content of an advanced directive								
§1400.2	Provider shall assess medical, dental & other health needs								
§1400.3	Provider shall assess extent & effect of drug or alcohol use								
§1400.4	Provider shall assess education & employment, including current daily structures use of time, school or work status, interests & preferences & the effect of psychiatric symptomology on educational & employment performance								
§1400.5	Provider shall assess social development & functioning, including childhood & family history, culture & religious beliefs, leisure interests and social skills								
§1400.6	Provider shall assess housing & daily living skills, including the support needed to obtain decent, affordable housing, meet basic hygiene needs, food preparation, housekeeping, shopping, money management, & use of public transportation								
§1400.7	Provider shall assess family & social network, including the current scope & strength of individual's network of family, peers, friends, & co-workers & their understanding & expectations of the team's services								
§1400.8	Provider shall assess finances & benefits including the management of income, the need for & eligibility for benefits & the limitations & restrictions of those benefits								
§1400.9	Provider shall assess legal & criminal justice involvement including guardianship, commitment, representative payee status, & experience as either a victim or accused person								



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§1410.1	Provider shall document the following services are provided consistent with the individual's assessment and individualized service plan to include ongoing assessment									
§1410.2	Case management									
§1410.3	Nursing									
§1410.4	Symptom assessment & management									
§1410.5	Psychopharmacological treatment, administration & monitoring									
§1410.6	Substance abuse assessment & treatment, where applicable									
§1410.7	Individual supportive therapy									
§1410.8	Skills training in activities of daily living, social skills, interpersonal relationships & leisure time									
§1410.9	Supportive In home services									
§1410.10	Work related services to help find & maintain employment									
§1410.11	Support for resuming education									
§1410.12	Support, education, consultation & skill teaching for family members & significant others									
§1410.13	Collaboration with families and assistance to individuals with children									
§1410.14	Direct support to help individuals obtain legal & advocacy services, financial support, money management services, medical & dental services, transportation & natural supports within the community									
§1410.15	Mobile crisis assessment, intervention & facilitation into & out of psychiatric hospitals									