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MEMORANDUM

TO: DA – Executive Directors
Finance Directors
Children’s Outpatient Directors
Adult Outpatient Directors
Billers Groups

FROM: Frank Reed, Commissioner, Department of Mental Health *Frank Reed*

DATE: 5/1/16

SUBJECT: Clarification – Designated Agency Individualized Plan of Care Signature Requirements

This memorandum provides clarification for signature requirements for Individualized Plans of Care based on a question presented to DMH:

It was identified that the DMH Medicaid Fee-For-Service Provider Manual information related to required authorizing signature on Individualized Plans of Care was inconsistent with the “Negotiated Changes in Paperwork and Administrative Burden” memorandum of 10/29/2010. To clarify, a licensed mental health professional of one of the following types is authorized to sign Individualized Plans of Care when a psychiatrist or APRN signature is not required:

- Licensed Clinical Mental Health Counselor
- Licensed Clinical Independent Social Worker
- Licensed Marriage and Family Therapist
- Licensed Psychologist

This provision will be incorporated into the upcoming DMH Medicaid FFS Provider Manual revision.

Thank you.

Cc: Charlie Biss DMH Children and Family Unit Director of Community Mental Health
Laurel Omland DMH Children and Family Unit Operations Director
Patricia Singer DMH Adult Mental Health Operations Director
Emma Harrigan DMH Quality Director