TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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February 24, 2016

To: Local Mental Health Authorities (LMHAs)
Executive Directors
Children's Mental Health Directors
Behavioral Health Directors
North Texas Behavioral Health Authority (NTBHA)
YES Comprehensive Waiver Providers
Value Options

From: Trina Ita, Director
Mental Health and Substance Abuse Division, Program Services Section II

Re: Youth Empowerment Services (YES) Clinical Management for Behavioral Health Services (CMBHS) System Updates

Purpose:
The Department of State Health Services (DSHS) will be adding new features to CMBHS to improve YES Waiver functionality. These system improvements will be in production April 4th, 2016.

Of Note:

1. New/updated CMBHS Functionality:
   - The Clinical Eligibility (CE) and the Individual Plan of Care (IPC) dates will be automatically aligned with each other in accordance with the dates on the CE.
   - Ability to transfer clients between Local Mental Health Authorities (LMHA).
   - Ability to transfer a client to a different Comprehensive Waiver Provider (CWP).
   - New status of "Pending" on the CE to be utilized when a youth is eligible for YES waiver and is pending Medicaid approval.
   - IPCs will automatically be terminated when a termination CE is created and placed in "Closed Complete" status.

2. Prior to the System Update:
   - LMHAs and CWPs are encouraged to enter any outstanding CE, IPCs and service notes into CMBHS in preparation for the system updates.
   - Annual renewal CE or IPC documents with start dates that are in the future (April 1, 2016 or after) should not be entered into CMBHS until after the system updates have been completed.
   - LMHAs must ensure that any CE or IPC documents that are not already in "Closed Complete" status are in "Ready for Review" by the close of business

March 25, 2016. This will ensure that DSHS YES Waiver staff have sufficient time to approve/deny or request additional information for these CEs and IPCs prior to 5:00 pm on April 1, 2016.

3. During the system update:
   - Any CE and IPC whose start/end dates are not the same will be terminated and given end dates of April 2, 2016. A new Initial CE and IPC with be created with the start date of April 3, 2016 and an end date of the original CE.
   - The original content of the CE and IPC documents will be populated into the new documents unchanged.
   - **Any CEs or IPC in "Draft" or "Ready for Review" will be deleted.**

4. Training:
   The CMBHS training team will be providing trainings on new CMBHS functionality via webinar the week of March 21-29, 2016. Trainings will take place on the following topics:
   - Changes to CE and IPC documents
   - Transfer Process (LMHA and CWP Transfers)
   - Updated process for terminating a YES Waiver youth
   - Updated process for entering a service note

   Specific training dates/times will be forthcoming from the CMBHS training team. Training details will be provided to the CMBHS Security Administrators and to the YES Waiver Distribution List. Each LMHA and CWP will be encouraged to have staff participation in the training webinars as applicable.

Contact

For questions regarding the YES Waiver program, please contact Jennifer Martinez at JenniferM.Martinez@dshs.state.tx.us or (512) 838-4358.

For questions regarding YES Waiver in CMBHS, please contact Christine Medeiros at Chiristine.Medeiros@dshs.state.tx.us or (512) 838-4360.