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## Alabama Ryan White Part B Service Standards

### Mental Health Services

**Effective Date: January 1, 2025**

#### Purpose

This Service Standard was prepared by the Alabama Department of Public Health (ADPH) Office of HIV Prevention and Care (OHPC) and the United Way of Central Alabama (UWCA) in consultation with Organizational Ideas (a technical assistance provider), with stakeholder input to guide the delivery of high-quality services for people with HIV (PWH). This document contains the minimum requirements Ryan White Part B (RWPB) providers are expected to meet when delivering HIV care and support services funded by RWPB. Providers may exceed these standards. These standards will also provide a basis to evaluate the RWPB services. Please note that all RWPB Service Standards expectations also apply to Health Resources and Services Administration (HRSA) Ending the HIV Epidemic in the U.S. (EHE)-funded services unless exceptions are noted.

#### Definitions and Descriptions

The description under the “Standard” column outlines the required activities that must be provided to the client receiving the RWPB service. The “Documentation” column provides the documents that must be maintained by the provider delivering the service. The Service Standards contain the following major elements:

- **Agency & Personnel Requirements:** The minimum required education, certification, experience, and facility requirements that are needed to provide the RWPB service.
- **Eligibility & Intake:** Eligibility refers to the current statewide criteria for receiving

services through RWPB as outlined in the *RWPB Universal Service Standard*. Current eligibility criteria can be found at: <https://www.alabamapublichealth.gov/hiv/index.html>. The agency must determine or confirm RWPB eligibility for the client prior to provision of services. Eligibility may occur during intake or through a stand-alone process. Intake is the process of collecting information to determine the client's immediate service needs.

- **Assessment:** The Assessment is an evaluation of need conducted by qualified personnel to determine if there is a need for the RWPB service. The evaluation must render the determination for referral or provision of service. It must include the elements listed in the standard. The documentation of the evaluation of need is determined by the agency.
- **Provision of Services:** The provision of services are the activities or services that are provided to the client. Where appropriate, a Service Plan should address the client's assessed needs with a timeline to resolve the need(s).
- **Transition/Discharge:** Transition/Discharge refers to the release or cessation of the RWPB service. Transition or Discharge may occur in conjunction with the transition or discharge from the agency's program, when the client no longer needs or meets the criteria for the service, when the client is transitioned to another care provider, or when a client is deceased.
- **Case Closure:** When a client is discharged or transitioned to another care provider, the services will cease and the case is closed.

## I. HRSA Service Category Definition

Mental Health Services are the provision of outpatient psychological and psychiatric screening, assessment, diagnosis, treatment, and counseling services offered to clients living with HIV. Services are based on a treatment plan, conducted in an outpatient group or individual session, and provided by a mental health professional licensed or authorized within the state to render such services. Such professionals typically include psychiatrists, psychologists, and licensed clinical social workers.

## II. Program Guidance

Mental Health Services are allowable only for people with HIV (PWH) who are eligible to receive HRSA Ryan White HIV AIDS Program (RWHAP) or HRSA EHE services.

## III. Key Service Components and Activities

### Allowable activities include:

- Mental health assessment
- Treatment planning
- Treatment provision
- Individual psychotherapy
- Conjoint psychotherapy
- Group psychotherapy
- Psychiatric medication assessment, prescription, and monitoring
- Psychotropic medication management
- Drop-in psychotherapy groups
- Emergency/crisis intervention

### Not allowable:

- Inpatient services

For common components required for all RWPB services, please see the *RWPB Universal Service Standard*. Key service components and activities are noted in the Service Standards below.

### ADPH Service Standards:

Standard	Documentation
<b>1. Agency &amp; Personnel Requirements</b>	
1.1) All personnel providing services will be appropriately licensed practitioners (psychiatrists, nurse practitioners, physician assistants, psychologists, licensed clinical social workers) and/or applicably credentialed providers in the State of Alabama.	1.1) Documentation of current licensure to practice in the State of Alabama will remain on file.

1.2) Staff must continue to fulfill the requirements of their individual disciplines to maintain their license, if applicable.	1.2) Copies of continuing education and related licensure or certification renewals with license/certificate number in personnel file.
1.3) Agency shall have a crisis protocol, policy and procedure for urgent mental health emergencies or crises.	1.3) Agency policy/procedure that describes its crisis protocol.
<b>2. Eligibility &amp; Intake</b>	
2.1) Subrecipient must conduct or confirm eligibility consistent with statewide eligibility requirements. All clients must have an active eligibility at the time of service.	2.1) Active eligibility for RWPB in client's record during the service delivery period.
2.2) Complete intake within 5 business days of referral.	2.2) Intake completed within 5 business days of referral in client's record.
<b>3. Assessment</b>	
3.1) Provider will conduct an assessment within 3 business days of intake and should include, at minimum, the following: <ul style="list-style-type: none"> <li>• Presenting problems (client's reason for seeking treatment; description and history of problem)</li> <li>• Completed mental status evaluation (including appearance and behavior, self-attitude, speech, psychomotor activity, mood, insight, judgment, suicidal ideation, homicidal ideation, perceptual disturbances, obsessions/compulsions, phobias, panic attacks)</li> <li>• Cognitive assessment (level of consciousness, orientation, memory, and language)</li> <li>• Current risk of danger to self and others</li> <li>• Living situation</li> <li>• Social support and family relationships, including client strengths/challenges, coping mechanisms and self-help strategies</li> <li>• Medical history (current and past medical issues, medications, surgeries, hospitalizations)</li> </ul>	3.1) Assessment completed within 3 business days of intake in client's record.

<ul style="list-style-type: none"> <li>• Current medications (Prescription and OTC)</li> <li>• Substance use history (type, frequency, amount, history, consequences, and reasons for use)</li> <li>• Psychosocial history to include: <ul style="list-style-type: none"> <li>○ Education and employment history, including military service</li> <li>○ Relationship history and status</li> <li>○ Physical, emotional, and/or sexual abuse history</li> <li>○ Domestic violence assessment</li> <li>○ Trauma assessment</li> <li>○ Legal history</li> <li>○ Leisure and recreational activities</li> </ul> </li> </ul>	
<p>4. Provision of Services (includes Service Plan)</p>	
<p>4.1) A signed treatment plan shall be completed within 10 business days from the assessment. The treatment plan shall include:</p> <ul style="list-style-type: none"> <li>• Diagnosed mental health disorder</li> <li>• Goals and objectives</li> <li>• Treatment type (individual, group)</li> <li>• Start date for services</li> <li>• Recommended number of sessions</li> <li>• Date for reassessment</li> <li>• Projected treatment end date</li> <li>• Any recommendations for follow up</li> </ul>	<p>4.1) Signed treatment plan dated within 10 business days of assessment in client's record.</p>
<p>4.2) Individual service or treatment plan reviewed and revised as needed, but not less than once every 12 months.</p>	<p>4.2) Revised individual service or treatment plan signed and dated by client and maintained in client's record.</p>
<p>4.3) Services will be provided according to the individual's treatment plan and documented in the client's primary record. Signed progress notes are completed within 2 business days of occurrence according to the agency's standardized format for each session and will include:</p> <ul style="list-style-type: none"> <li>• Client name</li> <li>• Session date</li> <li>• Focus of session</li> <li>• Interventions</li> </ul>	<p>4.3) Signed progress notes in accordance with the individual's treatment plan in the client's primary record.</p>

<ul style="list-style-type: none"> <li>• Progress on treatment goals</li> <li>• Newly identified issues/goals</li> <li>• Provider signature and credentials</li> </ul>	
<p>4.4) Provided counseling services will address at least any of the following:</p> <ul style="list-style-type: none"> <li>• Healthy behavior promotion and health promotion</li> <li>• Substance use disorder</li> <li>• Treatment adherence</li> <li>• Development of social support systems</li> <li>• Community resources</li> <li>• Maximizing social and adaptive functioning</li> <li>• The role of personal faith in a client's life, disability, death and dying and exploration of future goals</li> </ul>	4.4) Counseling areas identified in progress notes.
<p>4.5) In urgent, non-life-threatening circumstances, client will be contacted within one business day to schedule a follow up appointment.</p>	4.5) Documented attempt to contact client within one business day if there are urgent, non-life-threatening circumstances.
<p>4.6) Referrals for psychiatric care will be made as needs are identified.</p>	4.6) Date and name of psychiatric referral.
<p><b>5. Transition/Discharge</b></p>	
<p>5.1) See <i>RWPB Universal Service Standard</i>.</p>	
<p><b>6. Case Closure</b></p>	
<p>6.1) See <i>RWPB Universal Service Standard</i>.</p>	

## Resources

1. Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB) Policy Clarification Notice (PCN) #16-02: Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds:  
<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/service-category-pcn-16-02-final.pdf>
2. Ryan White HIV/AIDS Program (RWHAP) National Monitoring Standards for RWHAP Part B Recipients:  
<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/2023-rwhap-nms-part-b.pdf>