

## Adult Flexible Assertive Community Treatment (ACT) Program Addendum

For items requiring narrative responses include an attachment labeled “*Adult Flexible ACT Addendum*” that addresses all requested information. Clearly identify the item number each response corresponds to (e.g., 2).

**Name of Existing ACT Team Transitioning to a Flexible ACT Team:**

**Name of Flexible ACT Team:**

Note: The name of the team should follow the following convention: *Agency Name Flexible ACT Team*.

**Site Phone #:**

**MMIS #:**

**NPI #:**

**Functional Program:**

1. Attach a current staffing roster that demonstrates the existing ACT team has the required staffing\* for a 68-Capacity ACT Team and includes the titles of all roles. If the team is not fully staffed, indicate all vacancies, and submit a plan including timelines for how the team will become fully staffed. If the team has titles other than those listed in guidance, provide the title used by the team and indicate their area of specialty. If there are additional team staff beyond the required roles, include their roles.

*Note: All roles that are required for the existing 68-capacity team must be filled prior to final approval of the proposed Flexible ACT Team.*

\*Required Staffing for 68-Capacity ACT Team:

- 1 FTE Team Leader
- 1 FTE Registered Nurse
- 0.36 FTE LPN or RN
- 1 FTE Vocational Specialist
- 1 FTE Substance Use Specialist
- 1 FTE Family Specialist
- 1 FTE Staff (Discretionary)
- 0.64 FTE Staff (Discretionary)
- 1 FTE Program Assistant
- 0.68 FTE Psychiatrist or 1 FTE NPP

- Current Staffing Roster is attached.
- A plan for filling all vacancies is attached, if applicable.

2. Attach the Flexible ACT Team’s proposed staffing plan that fulfills the required Flexible ACT staffing\* and FTEs. The staffing plan must include:

- A description of the roles and responsibilities of each staff member.
- The specific credentials and level of experience expected of each staff member.
- Any roles in which the required FTE is being met by multiple staff, including the FTE breakdown per staff in the identified role for example: 1.5 FTE NPP being filled by 1FTE NPP and 0.5FTE NPP

\*Required Staff for a Flexible ACT Team:

- 1 FTE Team Leader
- 1 FTE Assistant Team Leader
- 1 FTE Registered Nurse
- 1 FTE LPN / RN
- 1 FTE Vocational Specialist

- 1 FTE Substance Use Specialist
- 1 FTE Family Specialist
- 1 FTE Mental Health Specialist (Clinical)
- 1 FTE Mental Health Specialist (Wellness)
- 1 FTE Peer Specialist
- 1 FTE Program Assistant
- 1 FTE Psychiatrist or 1.5 FTE NPP

Proposed staffing plan is attached.

3. Describe the Flexible ACT Team’s plan for regular staff supervision. Indicate who will be responsible for supervision of all Flexible ACT team roles, including supervision of the Team Leader.

*Note: Group supervision is acceptable, however, Daily Team Meetings are not considered group supervision due to the nature and purpose of these meetings.*

4. Describe how the Flexible ACT Team will reach the enrollment census of 100 individuals. Provide an anticipated timeline to reach full capacity (from the team’s current census), while admitting no more than 4-6 individuals per month.

*Note: New admissions are required to begin at ACT (high intensity) level of service for a minimum duration of 6 months. Transfers from another ACT team are required to begin at ACT (high intensity) level of service for a minimum duration of 3 months.*

5. Describe how the Flexible ACT Team will monitor and manage services for a program census of 100. Include strategies for how the team will maintain a census of approximately 60% ACT (high intensity) and 40% ACT-Lite levels of service.

6. Describe the process to determine which individuals are ready to move from ACT (high intensity) to ACT-Lite level of services. This should include the clinical criteria and team approaches that will be utilized beyond the daily team meeting.

7. Describe the process to identify individuals who may require an increase in level of services from ACT-Lite to ACT (high intensity). This should include the clinical criteria and team approaches that will be utilized beyond the daily team meeting.

8. Describe how the Team will monitor individuals on ACT-Lite for significant changes that may indicate the need for increased service contacts. Explain how the team will utilize preventative measures to mitigate risk including increased monitoring, crisis plans, Wellness Recovery Action Plans (WRAP), and communication of natural supports.

9. Describe the approaches the Flexible ACT Team will take to work with individuals toward transitioning out of Flexible ACT to a lower level of care, including evaluating indicators for readiness to transition, preparing individuals for greater independence, and using warm handoffs to new service providers.

10. Describe how the agency will create a physical space that accommodates the increased team size and is conducive to the ACT team approach.

In addition to this completed EZPAR Application Addendum for Flexible ACT, attach the following in MHPD:

- Letter of Support from the Local Governmental Unit (LGU)
- Budget
- Labeled floor plan

*Note: the floor plan should clearly indicate the space that will be utilized by the team*