

CONTRACTING WITHIN THE WISCONSIN RIVER COLLABORATIVE CCS REGION

The following is an overview of the Comprehensive Community Services (CCS) program in the Wisconsin River Collaborative Region. CCS is a Medicaid certified program that provides mental health and substance use recovery services through a collaborative team based, person centered approach. It is considered a best practice model in the state of Wisconsin and at the national level by organizations such as SAMSHA. The Wisconsin River Collaborative is the regional entity and encompasses Columbia, Richland and Sauk Counties. We are a shared services region, and as such, we share a common philosophy and mission. Further, we collaborate on training of providers, access to providers of services and some processes. Wisconsin administrative code (DHS 36) does require that all providers working for a CCS program must complete specific training, provide background information, adhere to specific program requirements, collaborative communication and follow specific billing and documentation standards. Your agency would need to establish a contract with each county entity in the region. The contracting process includes a standardized rate setting procedure and an agreement to enter into a memorandum of understanding regarding expectations of being a provider in a CCS program. Once your agency has established a contract with county(s) in the region, individual providers within your agency will have to complete the provider credentialing process described below.

Provider Credentialing Process

Orientation/Training

Providers need to participate in a WRC orientation training. The dates for this training are posted on this website. Further, completion of 20 or 40 hours of training is required, depending on provider training, education and work experience. Training hours completed in the past 3 years that can be verified can be applied to this requirement. The orientation checklist serves as verification of training completed. This form is available on this website. It needs to be completed and returned within 90 days of being approved to provide services with CCS clients. The orientation checklist will reviewed and approved by a program coordinator. Eight (8) additional hours of training are required to be completed annually to maintain approved provider status with CCS.

Supervision/Collaboration

Providers are required to receive 1 hour of clinical supervision/consultation for every 30 hours of direct client contact. Supervision and consultation options vary with each county entity. You will be responsible for providing verification of supervision hours.

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Billing Procedures

Billing processes will vary with each county. Make sure you understand expectations for each county in the WRC region that you are a provider for. All counties within the region require that **case notes be completed and submitted prior to payment being issued. The county entity has the sole responsibility for billing to Medicaid. Therefore you will receive payment directly from the county entity.**

Documentation

There are specific requirements for CCS documentation to fulfill Medicaid rule and Wisconsin administrative code. You will receive instructions for the county(s) you contract with in regards to those specifics.

Recovery Team planning and collaboration

It is the expectation that CCS providers participate on the consumer recovery team and attend meetings on an ongoing basis. These meetings, which are a billable service, occur about once per month but will vary depending on consumer needs. The service facilitator assigned to the case will communicate the times and locations for these meetings. Further, the facilitator is responsible for developing a coordinated recovery plan for all CCS services. The services you provide will be incorporated into this plan. The CCS service director in each county does have responsibility to provide direction and oversight for all services billed through the CCS benefit.

CCS Provider file

The following is a list of documentation required that each provider will need to submit. Once a provider file is completed a provider file will be uploaded to a shared drive available to all WRC counties.

- Copy of resume
- Copy of degree
- Copy of professional license
- Certificate of liability insurance
- Orientation Checklist
- Copy of Background Information Disclosure Form, results of a Dept. of Justice Criminal Background Check & a Caregiver Background Check that is less than four years old.
- Attendance date for new provider orientation training
- Ongoing training log (to be completed annually)