

CCS Policy/Procedures  
Recovery Team Development and Facilitation  
DHS 36.07(5)(l)

Policy Statement: Each CCS participant will have a designated recovery team. The CCS participant will be encouraged and assisted to participate in identifying members of their team. The CCS recovery team procedures will promote quality and consistent service by assigning and defining responsibilities of those fulfilling various roles.

Discussion and Procedures:

1. The CCS participant will be able to select their service facilitation agency from among those that are part of the CCS Program and who have availability.
2. Within the chosen service facilitation agency, a Service Facilitator will be assigned that will be responsible for preparing the client to be active in designing their team and in defining team member roles.
3. The recovery team will include:
  - a. the CCS participant;
  - b. a service facilitator;
  - c. a mental health professional or a substance use professional or a professional who has the credentials for both, depending upon the CCS participant's diagnosis or condition
  - d. parents or guardians as applicable
  - e. others chosen by the CCS participant such as service providers, family members, natural supports, advocates
4. The Service Facilitator will ensure that the CCS participant understands the role and function of each person on the recovery team and each agency that is involved.
5. Duties of the individual recovery team members include:
  - a. participating in the assessment process and initial service planning and ongoing modifications to the recovery plan.
  - b. providing information, evaluating input, and making collaborative recommendations about outcomes and appropriate psychosocial rehabilitation services.
6. The Service Facilitator will bring together the recovery team members at least every six months to review progress and update the recovery plan—more frequently if desired or if there are significant changes. If team members can not attend a meeting, the Service Facilitator will keep those members advised of changes or new plans.
7. The Service Facilitator will work with other community agencies, community service staff, natural supports and others to have clearly delineated roles that take into

account the team members' skills, scope of practice and relationship to the client. The Service Facilitator will:

- a. coordinate linkages and referrals;
- b. coordinate specialized assessment and diagnosis or treatment, rehabilitation, or support services;
- c. integrate other service activities into the CCS service plan.

8. The composition of each CCS participant's recovery team will be such that conflicts of interest between the various roles on the team are minimized and/or eliminated.

- a. The service facilitator for a specific CCS participant will not provide the following services to the CCS participant: psychotherapy, peer support, diagnostic evaluations.
- b. The Mental Health Professional responsible for approving service authorizations on a specific CCS participant's Recovery Plan will not provide the following services to the CCS participant: psychotherapy, peer support, diagnostic evaluations.
- c. The Mental Health Professional approving authorizations on a CCS participant's Recovery Team will not provide array services, including service facilitation, to the CCS participant on an ongoing basis. The Mental Health Professional may provide services other than psychotherapy, peer support, and diagnostic evaluations on an ad-hoc basis, as needed, in times of staff shortage, absence, illness, etc. to ensure continuity of services for the CCS participant.

Approved by CCS Coordination Committee 7/21/21.

5.1.14, 9.3.14, 4.7.15

Revised 7/21/21