



Health Care Agency • Behavioral Health Services • CYS Quality, Review & Training

August 2010

Master Treatment Plan (MTP) Reminders:

- List all diagnoses on the Master Treatment Plan, with the primary **included** diagnosis always listed first. If unsure, you can check the MediCal Included Diagnoses list to see if the diagnosis is considered an included diagnosis. Remember to list both the DSM-IV TR diagnostic code number and the correct narrative for each diagnosis.
- Remember to list **all** types of services **you** will provide under Treatment Recommendations on the MTP. Planned services should match those in column #4 on the CSP (Type of Service).
- Treatment “From and To” dates are determined by the MediCal Year/Month of Intake. For an Initial Assessment, use the date you sign the MTP as your “From Date.” For an Annual Assessment, you should always complete the assessment the month prior to the **month** of intake. Use the first day of the month of client intake as your “From Date” for the new treatment period when doing an Annual.
- If you are late completing the Annual Assessment, you should use the date you sign the MTP as your “From Date” for authorization of services (just as you would with an Initial Assessment). In such a case, any/all services provided from the first day of the client’s month of intake until you complete the assessment and obtain the client’s signature would be NON-BILLABLE to MediCal and should be billed using non-compliant chart CPT codes.
- Remember: MediCal services (other than Assessment, Crisis Intervention, or Psychological Testing) are only authorized with the client/guardian signature and date on the CSP **or** a progress note in the chart documenting the client/guardian verbal agreement to the CSP. When the latter is the case, the client/guardian signature and date on the CSP must be obtained at the **next** face to face meeting with the client.
- Always sign the bottom of the MTP when completing an Initial or Annual assessment, as well as whenever you complete a 6-Month Update or a separate MTP Update Page. If unlicensed, you must have your assessment MTP co-signed by a licensed supervisor.
- Under Referrals/Coordination with Other Services, “referrals within CYS” refers to other HCA programs and providers as well as all CYS County contracted agencies. “Outside of CYS” would include referrals to other entities involved in the client’s care (e.g, social services, substance abuse treatment program, school psychologist, etc.).