



CABINET FOR HEALTH
AND FAMILY SERVICES

**Kentucky Department for Medicaid Services
Certified Community Behavioral Health Clinic (CCBHC)
Community Needs Assessment Training**

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Documentation Source

The following slides include the most recently published information provided by the Substance Abuse and Mental Health Services Administration (SAMHSA) at the time of this presentation. The Criteria may have been truncated or reworded for further clarification of this presentation

Certified Community Behavioral Health Clinic (CCBHC) Certification Criteria – Updated March 2023:

<https://www.samhsa.gov/sites/default/files/ccbhc-criteria-2023.pdf>

SAMHSA State Questions and Clarifications:

https://www.samhsa.gov/sites/default/files/programs_campaigns/ccbhc-state-questions-clarifications.pdf

Disclaimer

- Clinics applying for certification as a Kentucky CCBHC must be knowledgeable of and compliant with SAMHSA CCBHC criteria. The following training information contains an overview of state expectations related to specific SAMHSA CCBHC criteria.
- Please note, the following slides contain a summary of the SAMHSA 2023 CCBHC criteria. Clinics should refer to the most recent CCBHC criteria for the most up to date information from SAMHSA.
- Any Community Needs Assessment (CNA) completed by your agency within **1 (one)** year prior to the date of your KY CCBHC Demonstration application, should be submitted for consideration by the state. If it is determined that the submitted CNA **does not meet** Kentucky-specific requirements, you may be required to update the CNA during your initial certification period using the Kentucky Community Needs Assessment template. If it is determined that the submitted CNA **does meet** Kentucky-specific requirements, it may be accepted at meeting KY CCBHC certification requirements.

What is a Community Needs Assessment?

A Community Needs Assessment (CNA) is a systematic approach to identify the needs of the community and determine the capacity to address the needs of the population being served. The assessment should identify current conditions and desired services or outcomes in the community, based on data and input from key community stakeholders.

The community needs assessment must be thorough and reflect the treatment and recovery needs of those who reside in the service area across the lifespan including children, youth, and families. ***The CNA is a requirement under the CCBHC Medicaid Demonstration. The CCBHC is directly responsible for conducting and completing the CNA.***

The purpose of the CNA is to inform:

- Staffing Plan – staffing levels and needs
- Agency Continuous Quality Improvement (CQI) plan and processes
- Languages which require language assistance
- Cultural, linguistic, physical health, and behavioral health treatment needs
- Access and availability of services to meet the needs of the populations served

The purpose of the CNA is to inform *continued*:

- Required evidence-based practices
- Times and locations of CCBHC operations
- Potential barriers to care (3–4-month geographic barriers, transportation challenges, economic hardship, lack of culturally responsive services and workforce shortages)
- The CNA may also inform other agency processes and community needs as determined by your individual CNA.

The CNA impacts criteria 1.a.1, 1.a.2, 1.a.3, 1.b.2, 1.d.4, 2.a.2, 2.a.3, 2.a.6, 3.c.3, 4.c.1, 4.f.1.

Upon acceptance of your CCBHC application and completion of required training, you must complete the community needs assessment. This will be approximately 3-4-month process and must be submitted prior to certification.

Each CCBHC will complete a CNA and a staffing plan prior to certification and updated regularly, but no less than every three years.



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Criteria Impacted by the Community Needs Assessment

CCBHC Demonstration Criteria Impacted by the CNA

1.a.1 As part of the process leading to **certification and recertification**, and before certification or attestation, a community needs assessment and a staffing plan which is responsive to the community needs assessment are completed and documented.

1.a.2 The **staff (both clinical and non-clinical)** is appropriate for the population receiving services, as determined by the community needs assessment, in terms of size and composition and providing the types of services the CCBHC is required to and proposes to offer.

1.a.3 The Chief Executive Officer (CEO) of the CCBHC, or equivalent, maintains a **fully staffed management team** as appropriate for the size and needs of the clinic, as determined by the current community needs assessment and staffing plan. The management team will include, at a minimum, a CEO or equivalent/Project Director and a psychiatrist as Medical Director. The Medical Director need not be a full-time employee of the CCBHC.

1.b.2 The CCBHC staffing plan meets the requirements of the state behavioral health authority and any accreditation standards required by the state. The staffing plan is informed by the community needs assessment and includes clinical, peer, and other staff. In accordance with the staffing plan, the CCBHC maintains a core workforce comprised of employed and contracted staff. Staffing shall be appropriate to address the needs of people receiving services at the CCBHC, as reflected in their treatment plans, and as required to meet program requirements of these criteria.

CCBHC Demonstration Criteria Impacted by the CNA

1.d.4 Documents or information vital to the ability of a person receiving services to access CCBHC services (e.g., registration forms, sliding scale fee discount schedule, after-hours coverage, signage) are available online and in paper format, in languages commonly spoken within the community served, taking account of literacy levels and the need for alternative formats. Such materials are provided in a timely manner at intake and throughout the time a person is served by the CCBHC. Prior to certification, the community needs assessment will inform which languages require language assistance, to be updated as needed.

2.a.2 Informed by the community needs assessment, the CCBHC ensures that services are provided during times that facilitate accessibility and meet the needs of the population served by the CCBHC, including some evening and weekend hours.

2.a.3 Informed by the community needs assessment, the CCBHC provides services at locations that ensure accessibility and meet the needs of the population to be served, such as settings in the community (e.g., schools, social service agencies, partner organizations, community centers) and, as appropriate and feasible, in the homes of people receiving services.

CCBHC Demonstration Criteria Impacted by the CNA

2.a.6 Informed by the community needs assessment, the CCBHC conducts outreach, engagement, and retention activities to support inclusion and access for underserved individuals and populations.

3.c.3 CCBHCs may develop partnerships with the following entities based on the population served, the needs and preferences of people receiving services, and/or needs identified in the community needs assessment. Examples of such partnerships include (but are not limited to) the following :

- Specialty providers including those who prescribe medications for the treatment of opioid and alcohol use disorders
- Suicide and crisis hotlines and warmlines
- Indian Health Service or other tribal programs
- Homeless shelters
- Housing agencies
- Employment services systems
- Peer-operated programs
- Services for older adults, such as Area Agencies on Aging
- Aging and Disability Resource Centers
- State and local health departments and behavioral health and developmental disabilities agencies
- Substance use prevention and harm reduction programs
- Criminal and juvenile justice, including law enforcement, courts, jails, prisons, and detention centers
- Legal aid
- Immigrant and refugee services
- SUD Recovery/Transitional housing
- Programs and services for families with young children, including Infants & Toddlers, WIC, Home Visiting Programs, Early Head Start/Head Start, and Infant and Early Childhood Mental Health Consultation programs
- Coordinated Specialty Care programs for first episode psychosis
- Other social and human services (e.g., intimate partner violence centers, religious services and supports, grief counseling, Affordable Care Act Navigators, food and transportation programs)

CCBHC Demonstration Criteria Impacted by the CNA

4.c.1: Crisis receiving/stabilization: The CCBHC provides crisis receiving/stabilization services that must include at minimum, urgent care/walk-in mental health and substance use disorder services for voluntary individuals. Urgent care/walk-in services that identify the individual's immediate needs, de-escalate the crisis, and connect them to a safe and least-restrictive setting for ongoing care (including care provided by the CCBHC). Walk-in hours are informed by the community needs assessment and include evening hours that are publicly posted. The CCBHC should have a goal of expanding the hours of operation as much as possible. Ideally, these services are available to individuals of any level of acuity; however, the facility need not manage the highest acuity individuals in this ambulatory setting. Crisis stabilization services should ideally be available 24 hours per day, 7 days a week, whether individuals present on their own, with a concerned individual, such as a family member, or with a human service worker, and/or law enforcement, in accordance with state and local laws. In addition to these activities, the CCBHC may consider supporting or coordinating with peer-run crisis respite programs. The CCBHC is encouraged to provide crisis receiving/stabilization services in accordance with the SAMHSA National Guidelines for Behavioral Health Crisis Care.

4.f.1: Based upon the findings of the community needs assessment as required in program requirement 1, certifying states must establish a minimum set of evidence-based practices (EBP) required of the CCBHCs....

*** In compliance with 4.f.1, KY DMS recently (2024) conducted review and update to the Evidence-based Practices for use in the KY Section 223 CCBHC Demonstration. This list is available on the KY DMS CCBHC website.**



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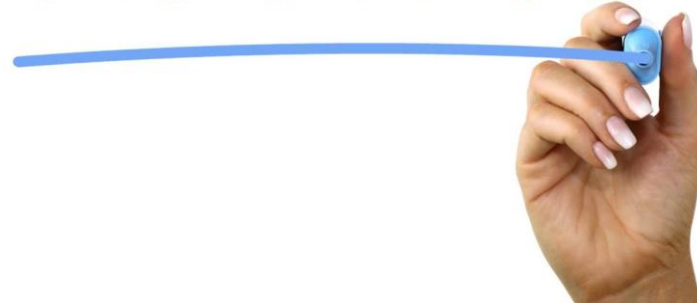
Overview of the Community Needs Assessment Template

Additional Information

Kentucky DMS will be providing additional **technical assistance** to new CCBHC providers.

When your agency has completed all the **required trainings**, please fill out the attestation document (available on the CCBHC website) and email to ccbhc@ky.gov

QUESTIONS



For any additional questions, please contact:

CCBHC@ky.gov