



Eric Holcomb, Governor
State of Indiana

Division of Mental Health and Addiction
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INDIANAPOLIS, IN 46204-2739

December 14, 2022

Educational Letter

Formal Notice: Provider Compliance Required

To: All Providers of Child Mental Health Wraparound Services

RE: DMHA Educational Letter - Monthly Reports Effective

Effective: Immediately

The Division of Mental Health and Addiction has received many complaints that Habilitation and Training and Support for the Unpaid Caregiver providers are not submitting monthly reports timely and consistently.

DMHA reminds all Child Mental Health Wraparound Services HAB and FST providers that monthly reports must be completed, dated, signed and sent to the Wraparound Facilitator by the fifth business day of the month following the month services were provided. Example: The December report must be sent to the Wraparound Facilitator by the fifth business day of January.

Submitting monthly summary reports timely and consistently is key to the success of the High-Fidelity Wraparound. The monthly summary report is a summary (by service type) of all incidents of services provided in the preceding month and is one of the communication methods used by the child and family team to summarize the participant's reaction to services delivered and the participant's movement toward achieving the desired outcomes documented on the plan of care.

The monthly summary report must include the following:

- Dates of service and total hours provided during that month
- Information regarding strategies/activities during sessions
- Content individualized for that participant for the month
- New information for the month (Some information may be similar month to month, but most of the report should be new information.)
- Statements about how client responded to strategies
- Strengths and successes
- A discussion of progress being made, as well as areas that continue to be needs or new needs must be sent for each service.

For more information on this policy and requirements, please see [CMHW Provider Module](#).

Any deviation from this requires DMHA approval prior to implementation. Providers found to be out of compliance will be sanctioned up to and included deauthorization of the provider. Please submit questions to DMHA at DMHAYouthServices@fssa.in.gov.

