

1/20/11

DMHAS: CSP/RP Implementation
Benchmark Dates

- 8/18/10 Submit Functional Assessment instrument your agency is proposing to use, for approval (see CSP/RP website for samples)
- 8/31/10 Submit your agency's:
- Recovery Plan template (see CSP/RP website for samples)
 - Encounter Note template (see CSP/RP website for sample)
- 9/30/10 Submit:
- Table of Organization (TO) for your CSP/RP Teams with staff names and FTE
 - Excel file with all clients assigned to a CSP or RP team, with their LOCUS score.
 - Agency plan for multiple activities **in the month of October** to inform consumers and families about the changes to case management and the implementation of CSP and RP, and to answer their questions. Examples may include letters, posters, forums, or other activities, some of which may be in conjunction with the Regional Mental Health Board in your area.
- 11/1/10 Submit updated version of your CSP/RP Implementation Plan, with increased specificity and interim steps for all goals.
- 12/13/10 Submit completed de-identified LOCUS, Functional Assessment, Recovery Plan, and 3 encounter notes on 2 clients.
 These should be submitted to Karen Urciuoli at:
 Fax: 860-418-6691, or
 Email: karen.urciuoli@po.state.ct.us or
 Mail: Karen Urciuoli, DMHAS, 410 Capitol Ave, PO Box 341431,
 Hartford, CT 06134
- 1/15/11 - Submit Member Handbook
 - Submit updated version of your CSP/RP Implementation Plan. Please add specific tasks for the following items that are outlined in Mary Thornton's training materials:
- 1) "The Skillbuilder's Toolkit" – what are the items in each CSP/RP worker's toolkit (see page 3 of Mary's "Skills Training Aspin" handout); one or more of the toolkits will be reviewed at the fidelity visit;
 - 2) Determine your organization's Skills List (an item that you will want in the above Toolkits);
 - 3) Organize various curricula by skill to make them accessible for staff and include in their toolkits (will be reviewed at fidelity visit);

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CSP/RP Benchmark Dates continued...

Late January – Early April 2011	Fidelity scale reviews at each program
2/15/11	Submit your agency's Skills List(s), Curricula being used, and CSP/RP Staff Toolkits for skill-building sessions.
3/15/11	Submit completed, de-identified LOCUS, Functional Assessment, Recovery Plan, and 3 encounter notes, on 2 clients.

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