

## SECTION 12

# COLORADO CLIENT ASSESSMENT RECORD (CCAR)

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The Colorado Client Assessment Record (CCAR) is a state-required form that must be completed for all members receiving mental health treatment. The CCAR form is used to capture demographic, administrative, clinical, and outcome data. It is a clinical instrument designed to assess the behavioral health status of a consumer in treatment. The tool can be used to identify current clinical issues facing the consumer and to measure progress during treatment.

The CCAR consists of an administrative section and an outcomes section:

- The administrative section contains questions related to a consumer's characteristics (e.g., social security number, date of birth, gender, etc.)
- The outcomes section contains questions related to a consumer's daily functioning on 25 clinical domains.

Providers are required by contract to complete a "full" CCAR for every publicly funded client at admission, annually, at discharge, and when there is a change in client status (e.g., change in payer source, admission to inpatient psychiatric hospital, change in living arrangement, etc). Completion of a "full" CCAR means populating all of the fields completely (for example, the complete social security number, the complete first and last name, etc.).

Outpatient psychotherapy providers must complete a CCAR at admission and discharge from treatment, and at least annually for members who are not discharged from treatment within one year. Medication providers must complete a CCAR only if there is no treating psychotherapist. In addition, a CCAR must be completed by a hospital upon a psychiatric hospitalization and discharge.

The CCAR form can be completed online (see instructions below)

If accessing the CCAR form electronically is not at all possible, then a paper form can be obtained from ValueOptions by calling 1(800) 804-5008 Option 3, then option 7.

### **ACCESSING THE CCAR FORM ONLINE**

The online CCAR form can be accessed at <http://www.chneforms.com/ccar/>

When you click on the link provided, the login/password page of the CCAR application will open. Your login will be the email address you have given ValueOptions provider relations staff. If you have not given ValueOptions your email address, please call to have that information added to your provider profile. Providers cannot use this application without a valid email address. A password will be assigned to you and is given at random and cannot be changed. For facilities, only one password/email address combination can be assigned at one time to one facility.

Providers without a password must use the text box at the bottom of the login page called "Forgot CCAR Password?"

Login

Forgot CCAR Password? Enter Email Address here and Submit:

 Submit

Enter your email address and click the Submit button. At that point, you will be emailed your password information with which you can then go back and login to the CCAR application.

**FILLING OUT THE CCAR ONLINE:**

For assistance completing the online CCAR, please refer to the CCAR documentation found in each appropriate link below:

Colorado Health Partnerships: [http://www.coloradohealthpartnerships.com/provider/prv\\_hbk.htm](http://www.coloradohealthpartnerships.com/provider/prv_hbk.htm)  
Scroll down to the link [Section XII: Colorado Client Assessment Client Record \(CCAR\)](#)

Foothills Behavioral Health Partners:  
[http://www.fbhpartners.com/providers/prv\\_handbook.htm](http://www.fbhpartners.com/providers/prv_handbook.htm)  
Scroll down to the link [Colorado Client Assessment Client Record \(CCAR\)](#)

Northeast Behavioral Health Partnership:  
[http://www.nbhpartnership.com/providers/prv\\_handbook.htm](http://www.nbhpartnership.com/providers/prv_handbook.htm)  
Scroll down to the link [Colorado Client Assessment Client Record \(CCAR\)](#)

**WHO NEEDS TO SEND IN A CCAR FORM AND WHEN**

The first provider (outpatient therapist) to obtain an authorization for the member is the provider responsible for submitting the CCAR. For example, if an outpatient therapist has an authorization to see the member, and a second therapist gets another authorization for group therapy after the first outpatient therapist, the first outpatient therapist is responsible for completing the CCAR form. For outpatient therapists, an admission CCAR, annual update CCAR, and a discharge CCAR are required.

Although an authorization is not necessary for medication management services, a prescriber is required to submit a CCAR as well if there is no treating psychotherapist.

If a member in treatment is admitted to a hospital, the hospital will fill out an update CCAR form. If an update CCAR form is needed, that facility will not need to send in a discharge CCAR form. The only time a hospital (or other level of care higher than outpatient) will send in an admit CCAR is when the member is not in any other type of treatment. If an admit CCAR is needed, so is a discharge CCAR.

If client gets ANY Medicaid funds at all, no matter how little, even if Medicare or any other funds provide 99% of cost of treatment and Medicaid is only 1%, a CCAR must be sent to State.

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

At the bottom of the CCAR login screen there is a link to the CCAR Frequently Asked Questions (FAQ) that also allows you to search for questions concerning CCAR forms.

Questions or Problems? Email: [ccar\\_eforms@valueoptions.com](mailto:ccar_eforms@valueoptions.com)

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[Home](#) - [Colorado Health Partnerships](#) - [ValueOptionsWest.com](#) - **[CCAR FAQ Help](#)** - [DACODS FAQ Help](#)  
[Foothills Behavioral Health Partners](#) - [Northeast Behavioral Health Partnership](#)

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## **TECHNICAL SUPPORT**

For technical support, please contact the Provider Services staff at 1(800) 804-5008 Option 3, then option 7 or send an email to [ccar\\_eforms@valueoptions.com](mailto:ccar_eforms@valueoptions.com)