

Monthly Encounter Reporting IL CCBHC Demonstration

A. DESCRIPTION

This document provides standardized guidance for Illinois Certified Community Behavioral Health Clinics (CCBHCs) to report **monthly customer encounter data**. This reporting supports statewide evaluation, monitoring of service utilization, and assessment of provider capacity.

Data Source: Medical Records / Billing system

Important Reporting Guidance:

1. Clinics must submit encounter data **monthly**, stratified by **insurance status**.
2. Submissions are due by the **15th of the following month** (e.g., January data is due by February 15).
3. Only encounters that meet criteria defined in the CCBHC Billing Code List should be reported.

B. DEFINITIONS

TERM	DEFINITION
CCBHC Encounter	A documented visit or service interaction between a customer and a CCBHC. During the encounter, the CCBHC must provide one or more of the service activities listed in the official CCBHC Billing Code List found on the HFS website: General CCBHC Resources . A CCBHC Encounter includes all services delivered to a customer within the same calendar day (12:00 am to 11:59 p.m.), regardless of the number or type of services provided.
Unique Customer	Non-duplicated individuals who received a CCBHC encounter during the reporting period.
Detail Code	Active service codes as listed in the CCBHC Billing Code List on the HFS CCBHC website. General CCBHC Resources