
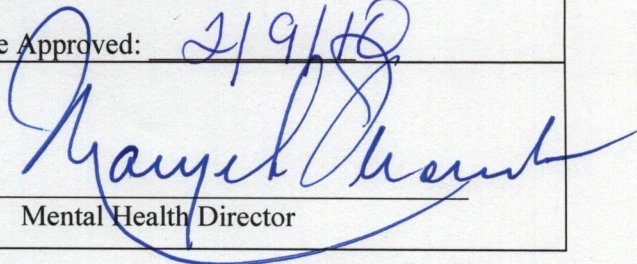


| | |
|---|--|
|  | Review Date: _____ Date Approved: <u>2/9/12</u> |
| POLICY: <u>AUTHORIZATION OF SERVICES TO FOSTER CARE, KINGAP, AND AAP CHILDREN RESIDING OUTSIDE OF COUNTY OF ORIGIN</u> | By:  Mental Health Director |

POLICY: Authorization, Documentation and Reimbursement of Services to Foster Care, KinGAP, and AAP Children Placed Outside of County of Origin

I. PURPOSE:

To standardize the authorization, documentation and reimbursement procedures across counties for services for children in specific aid codes who are placed outside their counties of origin.

II. REFERENCES:

W&I Code Sections 5777.7, 11376, and 16125
SB 785
DMH INFORMATION NOTICE NO.: 09-06

III. POLICY:

It is the policy of the Alameda County Mental Health Plan (ACMHP) to adhere to the procedures set forth in DMH Information Notice 09-06 regarding authorization, documentation and reimbursement of services provided to children in foster care, KinGAP, and Aid to Adoptive Parents (AAP) aid codes that are placed outside of their county of origin. It is further the policy of ACMHP to utilize and/or accept the standard forms issued by the Department of Mental Health (DMH) under the above placement circumstances.

IV. AUTHORITY/RESPONSIBILITY:

Mental Health Director
Director, Children's System of Care

V. PROCEDURES:

A. Medi-Cal Eligible Children in a Foster Care Aid Code

1. The MHP in the child's county of origin is responsible for providing or arranging for medically necessary specialty mental health services for children in a foster care aid code residing outside their county of origin (in a host county). (Excludes youth placed in foster care by Probation per DMH clarification email dated 1/11/2010.)
2. A public or private provider may submit a service authorization request to the MHP in the child's county of origin.
3. The MHP in the child's county of origin must make an authorization decision (approve or deny services) within 3 working days following the date of receipt of the request for services from the public or private provider.
4. The MHP in the child's county of origin must notify the requesting provider, and the host county MHP if that MHP is involved in the request, of the decision to approve or deny services within 3 working days following the date of receipt of the request for services.
5. If the MHP in the child's county of origin needs additional information not submitted with the initial request, the authorization decision must be made within 3 working days from the date the additional information is received, or 14 calendar days from the receipt of the original authorization request, whichever is less.



POLICY:

AUTHORIZATION OF SERVICES TO FOSTER CARE, KINGAP, AND AAP CHILDREN RESIDING OUTSIDE OF COUNTY OF ORIGIN

6. The MHP in the child's county of origin must make payment arrangements with the host county MHP or with the requesting provider within 30 days of the date that the MHP in the child's county of origin authorized services (W&IC 5777.7(a)(5)).
7. The MHP of the child's county of origin will use the State standardized contract if a contract is required, or another mechanism of payment if a contract is not required, with a provider of the county's choice, to deliver approved specialty mental health services for a specified foster child, within 30 days of an approved SAR/TAR (W&IC 5777.7(a)(5)).
8. Effective with the implementation of the Short-Doyle II claiming system, the MHP submitting the claim for services will receive the State and Federal funds.
9. Effective July 1, 2009, MHPs in a child's county of origin must accept the following standard documents [unless the MHP is exempt from using the standard documents due to an externally placed requirement (such as a federal integrity agreement), per W&IC 5777.7(a)(3)(B)]:
 - Client Assessment
 - Client Assessment Update
 - Client Plan
 - Service Authorization Request (SAR)
 - Progress Notes – Day Treatment Intensive Services
 - Progress Notes – Day Rehabilitation Services
10. For foster children placed outside their county of origin, W&IC Section 5777.7 (b)(3)(B) requires that the host county MHP provide the child welfare agency in the child's county of origin with information regarding the services being provided if the information is available and requested. The host county MHP must meet the privacy standards contained in the Health Insurance Portability and Accountability Act (HIPAA) and Medi-Cal confidentiality requirements in the communications with the child welfare agency in the child's county of origin.

B. Medi-Cal Eligible Children in an Aid to Adoptive Parents Aid Code

1. The MHP in the child's adoptive parents' county of residence must provide medically necessary specialty mental health services to a child in an AAP aid code residing in a host county in the same way that it would provide services to any other child for whom the MHP is listed as the county of responsibility on the Medi-Cal Eligibility Data System (MEDS). When an MHP receives a request for specialty mental health services for a child in an AAP aid code, the MHP must determine if the child's adoptive parents reside in the county that the MHP serves. If the child's adoptive parents are residents of the county that the MHP serves, the MHP must provide services to that child as it would provide services for any other Medi-Cal eligible child. If the child's adoptive parents' county of residence (host county) is not the same as the child's county of origin, the following points will be followed.
2. The host county MHP shall submit an authorization request (whether for an initial assessment, initial treatment or ongoing services), prepared by the provider, to the MHP in the child's county of origin. The host county MHP must complete the authorization process (including authorization by the MHP in the county of origin) within the MHP's established authorization timelines for in-county beneficiaries.
3. The MHP in the child's county of origin must make an authorization decision (approve or deny services) within 3 working days following the date of receipt of the request for services.
4. The MHP in the child's county of origin must notify the host county MHP and the requesting provider of the decision to approve or deny services within 3 working days following the date of receipt of the request for services.



POLICY:
AUTHORIZATION OF SERVICES TO FOSTER
CARE, KINGAP, AND AAP CHILDREN
RESIDING OUTSIDE OF COUNTY OF ORIGIN

5. If the MHP in the child's county of origin needs additional information not submitted with the initial request, the authorization decision must be made within 3 working days from the date the additional information is received, or 14 calendar days from the receipt of the original authorization request, whichever is less.
6. The MHP in the child's county of origin does not need to make payment arrangements with the host county MHP because funds for claims submitted for children in an AAP aid code will be sent to the MHP submitting the claim.
7. The MHP in the child's county of origin may make payment arrangements with the requesting provider within 30 days of the date that the MHP authorized services.
8. To avoid situations where a child in an AAP aid code living in a host county is denied services solely on the basis that the child has out-of-county Medi-Cal, MHPs shall ensure their providers are aware that a child in an AAP aid code living in a host county shall be served in the same way as a child living in his or her county of origin.

C. Medi-Cal Eligible Children in a KinGAP Aid Code

1. The MHP in the child's legal guardians' county of residence must provide medically necessary specialty mental health services to a child in a KinGAP aid code residing outside his or her county of origin in the same way that it would provide services to any other child for whom the MHP is listed as the county of responsibility on MEDS. When an MHP receives a request for specialty mental health services for a child in a KinGAP aid code, the MHP must determine if the child's legal guardians reside in the county that the MHP serves. If the child's legal guardians are residents of the county that the MHP serves, the MHP must provide services to that child as it would provide services for any other Medi-Cal eligible child. If the child's legal guardians' county of residence (host county) is not the same as the child's county of origin, the following points will be followed.
2. The host county MHP shall submit an authorization request (whether for an initial assessment, initial or ongoing treatment), prepared by the provider, to the MHP in the child's county of origin. The host county MHP must complete the authorization process (including authorization by the MHP in the county of origin) within the MHP's established authorization timelines for in-county beneficiaries.
3. The MHP in the child's county of origin must make an authorization decision (approve or deny services) within 3 working days following the date of receipt of the request for services.
4. The MHP in the child's county of origin must notify the host county MHP and the requesting provider of the decision to approve or deny services within 3 working days following the date of receipt of the request for services.
5. If the MHP in the child's county of origin needs additional information not submitted with the initial request, the authorization decision must be made within 3 working days from the date the additional information is received, or 14 calendar days from the receipt of the original authorization request, whichever is less.
6. The MHP in the child's county of origin must make payment arrangements with the host county MHP or with the requesting provider within 30 days of the date that the MHP authorized services.
7. Effective with the implementation of the Short-Doyle II claiming system, the MHP submitting the claim for services will receive the State and Federal funds.
8. To avoid situations where a child in a KinGAP aid code living in a host county is denied services solely on the basis that the child has out-of-county Medi-Cal, MHPs shall ensure their providers are aware that a child in a KinGAP aid code living in a host county shall be served in the same way as a child living in his or her county of origin.