



# PROVIDER ALERT

Alert # 4 – 2006 –05 –05 – HCAL, HCCH, HCYA, HCBerks, HCNE

## ATTENTION RESIDENTIAL TREATMENT FACILITY (RTF) CLINICAL STAFF:

### Guidelines for Changing RTF Treatment Programs within a Facility or Transferring a Child to a Different RTF Provider

Community Care has developed the following guidelines for accredited and non-accredited Residential Treatment Facilities (RTF) when there is a need to move a child to a different RTF program within a facility or to a different RTF Provider altogether during an already approved authorization period.

Please note that for these guidelines to apply a child must already be receiving treatment in a RTF and must be within an already determined authorization period, which has been approved by Community Care.

#### Guidelines for Changing RTF Programs within a Facility:

A child must meet Appendix T Medical Necessity Criteria (MNC) for RTF prior to admission to the RTF for Community Care to authorize this level of care. Since RTF MNC is consistent across all of the various RTF programs, a child may be moved between RTF programs within a facility if the providing treatment team at the facility identifies this need and records the purpose for this change in the child's medical record. To effectively communicate this change and ensure the authorization is adjusted accordingly to guarantee that claims will be properly processed, the provider must **complete the following steps any time a change is made in the child's RTF treatment program within a facility:**

1. Verbally notify the Care Manager at Community Care (and the RTF Group in Allegheny County) when a decision is made to change a child's RTF treatment program.
2. Submit an updated (Plan of Care Summary) POC to Community Care identifying the change in the RTF program, the effective dates of this change and the new service code associated with the new RTF treatment program. Please note that in Allegheny County the RTF Group will complete and submit the POC after verbal notification from the provider.
3. Since coordination of care is required, the provider is expected to convene an internal treatment team meeting with staff from both RTF programs to identify the new symptom(s), goal(s), methods and treatment interventions that will be implemented in the new RTF program. The meeting and updated treatment plan should be documented in the child's medical record and will be subject to review by Community Care Quality and Compliance Departments.
4. Please note that the following are NOT required for changes in RTF programs within a facility during an already approved authorization period:
  - a. A Best Practice/Life Domain Evaluation or Addendum
  - b. An Interagency Service Planning Team (ISPT) meeting
  - c. A Discharge Summary
5. Please note that the above procedures do not eliminate the RTF Provider's responsibility to notify the placing agency (CYS or JPO) and follow the necessary procedures required by this agency.

## Guidelines for Transferring a Child to a Different RTF Provider during an Authorization Period:

In some instances, a child may need to be transferred to another RTF Provider altogether during an already established authorization period. **Prior to a change** in RTF Providers the following must occur:

1. Verbally notify the Care Manager at Community Care (and the RTF Group in Allegheny County) when considering the need to transfer a child to a different RTF Provider.
2. An Interagency Service Planning Team (ISPT) meeting is required to coordinate services and develop a treatment plan. The ISPT **must include both the discharging and admitting RTF Providers**. In Allegheny County please notify the RTF Group to schedule this ISPT.
3. Submit an updated POC to Community Care identifying the change in RTF Providers, the effective dates of this change and the service code associated with the new RTF treatment program. Please note that in Allegheny County the RTF Group will complete and submit the POC after verbal notification from the provider.
4. Submit an amended treatment plan to Community Care (to the RTF Group in Allegheny County) to identify the symptoms, goals, methods and treatment interventions that will be implemented by the new RTF Provider.
5. Please note that a new Best Practice/Life Domain evaluation is required **ONLY IF** the current evaluation was completed by a licensed psychologist for a non-accredited facility and the transfer is to an accredited facility. In this instance a psychiatrist must perform a Best Practice Evaluation recommending RTF prior to the child's admission to the accredited facility.
6. In support of coordination of care and the IPRO Standards, a Discharge Summary must be completed by the discharging RTF and sent to Community Care as well as the admitting RTF Provider prior to the child's transfer.
7. Please note that the above procedures do not eliminate the RTF Provider's responsibility to notify the placing agency (CYS or JPO) and follow the necessary procedures required by this agency.

These changes will go into effect immediately. If you have any questions please do not hesitate to contact your care manager immediately for assistance.