



PROVIDER ALERT

Alert # 22 – 10 – 27 – 2008 – HCAL, HCCH, HCYO, HCAD, HCBK, HCNE, HCNC, HCKK

ATTENTION ALL BHR SERVICES PROVIDERS AND PRESCRIBERS

UPDATED ISPT Summary and Prescriber Collaboration Form (Including the Final TSS Schedule, ISPT Sign-In and Concurrence Documentation)

For: All BHR Services Providers and Prescribers of BHR Services

Community Care is issuing an updated ISPT Summary and Prescriber Collaboration Form for use at all ISPT meetings (Initial, Continued Stay, Amended and Transfer ISPT meetings) for all BHR Services (Traditional BHR, BHR Extended Authorizations, BHR Brief Treatment, and BHR Exception Programs including MST). Please note that this form also includes the ISPT Sign-in Sheet and Concurrence Documentation, which remains unchanged from the previous form.

The updated form includes changes recommended by providers, stakeholders and care managers from the various Community Care contracts. The form also includes the **Final TSS Schedule Form for Prescriber/Family and ISPT Collaboration**. The **TSS Schedule Form** (provider alert # 21) was developed to enhance discussion and collaboration between the Prescriber, the Child/Family and the Interagency Team whenever TSS is being prescribed for a member. During this process, the initial **TSS Schedule Form** is completed by the prescriber, included as part of the recommendation section of the Best Practice (BP) evaluation/re-evaluation, and submitted to the provider for review/discussion at the ISPT meeting. If the Interagency Team recommends a change to the TSS hours, activities and/or domains, these changes are recorded on the Final TSS Schedule Form, which is included in the updated ISPT Summary/Prescriber Collaboration Form. As permitted in the previous version of this form, the prescriber may utilize the prescriber collaboration form to make a change to the prescription after review of the information discussed at the ISPT.

Please see the attached documents, **Directions for Completing the BHR ISPT Summary, Final TSS Schedule and Prescriber Collaboration Form and the “Updated” ISPT Summary and Prescriber Collaboration Form** for further directions.

The form and instructions can also be viewed and downloaded from the Community Care website by putting the following web address into your browser and selecting the “all counties” option under “ISPT Sign In, Confidentiality Statement, Summary, Final TSS Schedule and Prescriber Collaboration” in the BHR Forms category:

<http://www.ccbh.com/providers/phealthchoices/forms/index.php>

For your convenience, please note that although these forms are in PDF format, they may now be saved and edited for future use.

Please begin to use the **“Updated” ISPT Summary and Prescriber Collaboration Form** (including the Final TSS Schedule, ISPT Sign-In and Concurrence Documentation) immediately for all ISPT meetings for all BHR Services. This form will be *required* to accompany all BHR packets by December 1, 2008.

If you have any questions regarding the updated form or new procedure, please do not hesitate to contact your Care Manager immediately for assistance.

Thank you.