

June 30, 2005

The Honorable Vincent F. Callahan, Jr.  
Chairman, House Appropriations Committee  
General Assembly Building  
Richmond, Virginia 23219

Dear Delegate Callahan:

Pursuant to Chapter 951 of the 2005 Virginia Acts of Assembly, Item 326 S of the Appropriations Act requires the following:

“The Department of Medical Assistance Services, in cooperation with the State Executive Council, shall provide initial and ongoing training to local Comprehensive Services Act teams on the procedures for use of Medicaid for residential treatment and treatment foster care services, including, but not limited to, procedures for determining eligibility, billing, reimbursement and related reporting requirements. The Department shall include in this training information on the proper utilization of inpatient and outpatient mental health services as covered by the Medicaid State Plan. The Department shall report annually, by June 30, to the Chairmen of the House Appropriations and Senate Finance Committees on the results of the training program. The report shall include the number of local team representatives attending formal training programs offered by the Department; the number of technical assistance requests responded to by the department; and the type and amounts of training materials made available to the local teams.”

This report is to fulfill requirements from the Appropriations Act regarding the Treatment Foster Care and Residential Psychiatric Services Training for FY 2005.

During the FY 2005, the Department of Medical Assistance Services conducted four training sessions regionally throughout Virginia for the Comprehensive Services Act (CSA) teams. There were a total of 492 participants at these training sessions.

The individuals who attended were local agency and government representatives, Comprehensive Service Act Team Members, Family Advocacy Planning Teams (FAPT), Community Planning and Management Team (CPMT) members, Community Service Board (CSB) Personnel, Providers of Level C Residential Treatment for Children (RTF) and Adolescents (RTF) and Case Management services for Treatment Foster Care (TFC) children, other Medicaid providers and billers who provide these specified services and submit claims to the Department of Medical Assistance Services.

The five training sessions were titled, “**Medicaid Specific Mental Health Services to Children**,” and explained the Mental Health Services available to both CSA and non-CSA children. Each training session provided detailed information on the availability of Medicaid funded services, eligibility requirements, admissions requirements, documentation needed, the responsibilities of the providers, and billing information. At each of the training sessions there were four concurrent training sessions. The training format is provided in Attachment A. The concurrent sessions in Attachment A are identified with the target audience for the session and the information presented within each concurrent session.

Each training session provided an opportunity for several question and answer periods throughout the training events. The participants received handouts, which augmented the training sessions.

#### **Technical Assistance**

For FY 2005 DMAS, received approximately 450 technical assistance requests via telephone, fax, letter, and email from interested parties regarding the Residential Treatment and Treatment Foster Care Programs. These requests were documented through phone logs and electronic storage. These requests included a wide variety of questions from issues involving covered services to claims and billing.

This is the fifth report, conveying the status of the Department’s training and technical assistance provided to the CSA community.

If you have any questions regarding this report, please contact me at (804) 786-8099.

Sincerely,

Patrick W. Finnerty

PWF/cls

Enclosure

cc: Kim McGaughey  
Office of Comprehensive Services

June 30, 2005

The Honorable John H. Chichester  
Chairman, Senate Finance Committee  
General Assembly Building  
Richmond, Virginia 23219

Dear Senator Chichester:

Pursuant to Chapter 951 of the 2005 Virginia Acts of Assembly, Item 326 S of the Appropriations Act requires the following:

“The Department of Medical Assistance Services, in cooperation with the State Executive Council, shall provide initial and ongoing training to local Comprehensive Services Act teams on the procedures for use of Medicaid for residential treatment and treatment foster care services, including, but not limited to, procedures for determining eligibility, billing, reimbursement and related reporting requirements. The Department shall include in this training information on the proper utilization of inpatient and outpatient mental health services as covered by the Medicaid State Plan. The Department shall report annually, by June 30, to the Chairmen of the House Appropriations and Senate Finance Committees on the results of the training program. The report shall include the number of local team representatives attending formal training programs offered by the Department; the number of technical assistance requests responded to by the department; and the type and amounts of training materials made available to the local teams.”

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Sincerely,

Patrick W. Finnerty

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Enclosure

cc: Kim McGaughey  
Office of Comprehensive Services



## Attachment A

### **Medicaid Specific Mental Health Services to Children – Concurrent Session A**

#### **Training Format**

This concurrent session was designed for local representatives:

- CSA Team Members
- CSB Personnel

The concurrent session included information on the following topics:

- Community Based Residential Treatment
- Intensive In-home Services
- Therapeutic Day
- Crisis Intervention
- Substance Abuse Treatment for Pregnant Women (Day & Residential)
- Outpatient Psychiatric Services

### **Medicaid Specific Mental Health Services to Children – Concurrent Session B**

#### **Training Format**

This concurrent session was designed for providers of:

- Level C Residential Treatment for Children & Adolescents (RTF) and
- Case Management services for Treatment Foster Care Children

The concurrent session included information on the following topics:

#### **Residential Treatment – Level C**

- Provider Enrollment
- Participation Requirements
- Responsibilities of the Localities
- Reimbursement Rate Certification
- Provider Responsibilities
- Initial plan of Care
- Comprehensive Individual Plan of Care
- Active Treatment Plan within the Residential Treatment Setting
- 21 Appropriate Treatment Interventions
- Continued Stay Criteria
- Overnight Therapeutic Pass
- Progress Notes
- Psychotherapy & Interventions
- Seclusion & Restraint
- When Residential Treatment is not justified

- Out of State Facility Enrollment
- Preauthorization
- Residential Treatment Utilization Review

#### **Case Management for Treatment Foster Care Children**

- Locality Responsibilities
- Components & Focus of TFC Case Management
- Covered Activities
- Case Management Limitations
- Case Manager Duties
- Comprehensive Treatment & Service Plan
- Preauthorization
- Treatment Foster Care Case Management Utilization Review

### **Medicaid Specific Mental Health Services to Children – Concurrent Session C**

#### **Training Format**

This concurrent session was designed for:

- Comprehensive Service Act & Local CSB Personnel
- Level C Residential Treatment Providers
- Providers of Treatment Foster Care Case Management

The concurrent session included information on the following topics:

#### **Early Periodic Screening Diagnosis & Treatment (EPSDT)**

- Accessing Services
- Specialized Services
- Waiver Contacts: MR Waiver
- EPSDT Contacts

#### **Level C Residential Treatment**

- Definition
- Recipient Eligibility
- Certificate of Need
- Admission Criteria
- Locality Responsibilities
- Reimbursement Rate Certification
- Provider Responsibilities
- When Residential Treatment is not Justified
- Out of State Facility Enrollment
- Preauthorization

### **Treatment Foster Care Case Management**

- Recipient Eligibility
- Responsibilities of the Locality in TFC Case Management
- Medical Necessity Criteria
- Child & Adolescent Functional Assessment Scale/Preschool & Early Childhood Functional Assessment Scale (CAFAS/PECFAS)
- Treatment Foster Care Case Management Initial Responsibilities
- Submitting Preauthorization Packets
- Continued Stay Reviews
- Preauthorization Forms
- Preauthorization Process

### **Children's Mental Health Eligibility Verification & Billing Guidelines for Residential Treatment Facilities– Concurrent Session D & E**

#### **Training Format**

This concurrent session was designed for:

- Billers of Residential Treatment Facilities –(Concurrent Session D)
- Billers for Treatment Foster Care Case Management– (Concurrent Session E)

The concurrent sessions above included information on the following topics:

- Important Contacts
- Medicaid Card
- Verifying Eligibility
- DMAS Website
- Billing on the CMS 1450 (UB-92) –Concurrent Session D
- Billing on the CMS 1500 – Concurrent Session E
- Timely Filing
- Reimbursement Rate Certification Form
- Claim Attachment Form
- Remittance Voucher