



COMMONWEALTH of VIRGINIA
Department of Medical Assistance Services

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June 30, 2008

The Honorable Lacey E. Putney
Chairman
House Appropriations Committee
Post Office Box 406
Richmond, Virginia 23218

The Honorable Charles J. Colgan
Chairman
Senate Finance Committee
Post Office Box 396
Richmond, Virginia 23218

Dear Delegate Putney and Senator Colgan:

This report is to fulfill requirements from the Appropriations Act regarding the Treatment Foster Care and Residential Psychiatric Services Training for Fiscal Year 2008. This is the final report conveying the status of the Department's training and technical assistance provided to the Comprehensive Services Act (CSA) community.

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

Sincerely,

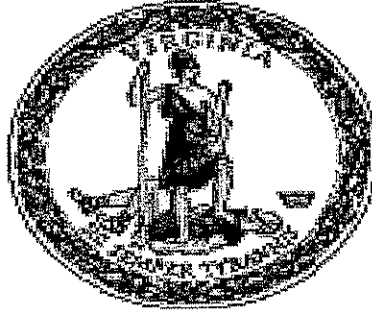
A handwritten signature in black ink, appearing to read "P. W. Finnerty".

Patrick W. Finnerty

PWF/pbl
Enclosure

pc: Kim McGaughey
Office of Comprehensive Services

Annual Training Report



Virginia Department of Medical Assistance Services

June 2008

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Introduction

Pursuant to Chapter 814 of the 2001 Virginia Acts of Assembly, Item 319 paragraph N4 of the Budget Bill 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 foster care services, including, but not limited to, procedures for determining eligibility, billing, and reimbursement plus related reported 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.”

Technical Assistance

For Fiscal Year 2008, DMAS received approximately 800 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 eighth report, conveying the status of the Department’s training and technical assistance provided to the CSA community.

Medicaid Specific Mental Health Services for Children

During Fiscal Year 2008, the Department of Medical Assistance Services conducted thirteen training sessions regionally throughout Virginia for the Comprehensive Services Act (CSA) teams and Medicaid Providers.

Four of the training sessions were conducted in the fall of 2007 and nine were conducted in the spring of 2008.

The four November 2007 training sessions on, Treatment Foster Care-Case Management and Residential Treatment Facility-Level C had a total of 153 attendees. Information included Medicaid services for Children available to both CSA and non-CSA children, Level C Residential Treatment for Children and Adolescents, Treatment Foster Care-Case Management, and Billing for Treatment Foster Care-Case Management and Residential Treatment Facility-

Level C. The participants had an opportunity for several question and answer periods throughout the training events and received handouts, which augmented the training sessions. (See Attachment A)

Medicaid Children's Community Mental Health Services

The four March 2008 training sessions on the Medicaid Children's Mental Health Program had a total of 138 attendees. Information was provided on the new Children's Mental Health Program which began December 1, 2007. The program components for transition coordination service and case management were explained in detail. The participants had an opportunity for several question and answer periods throughout the training events and received handouts, which augmented the training sessions (See Attachment B).

The five April 2008 training sessions on Community Mental Health Rehabilitative Services for Children had a total of 506 attendees. Services available to both CSA and non-CSA children, Level A and B Group Homes, Intensive In-Home Services, Therapeutic Day Treatment for Children and Adolescents and Billing Guidelines were included. The participants had an opportunity for several question and answer periods throughout the training events and received handouts, which augmented the training sessions (See Attachment B). Presentations for Intensive In-Homes Services and Level A and B Group Homes were recorded and posted to WebEx. Post cards with the presentation web links were sent to all Intensive In-Home and Group Home Level A and B providers.

Attachment A

Medicaid Specific Mental Health Services for Children

Training Format

This training was designed for local representatives of:

- CSA Team Members
- CSB Personnel
- Level C Residential Treatment for Children and Adolescents (RTF) Providers
- Treatment Foster Care – Case Management Providers

The training sessions included information on the following topics:

Level C Residential Treatment (RTF) for Children and Adolescents

- Participation Requirements
- Preauthorization
- Substance Abuse Services
- Out of State Placement Criteria
- Admission Criteria
- Initial Review/Continuing Stay Criteria
 - CSA Children
 - Non-CSA Children
- Electronic Submission of Claims
- Locality Requirements
- Provider Responsibilities
- CSA vs. Non-CSA Children
- Certification of Need
- CAFAS/PECFAS Requirements
- Initial Plan of Care
- Comprehensive Individual Plan of Care
- Active Treatment Plan Within the Residential Treatment Setting
- 21 Appropriate Treatment Interventions
- Continued Stay Criteria
- Psychotherapy and Therapeutic Interventions
- Progress Updates
- Documentation Requirements
- Restraint and Seclusion
- Staffing and Signatures
- Residential Treatment Utilization Review
- On-Site Staff Training Assistance
- Provider Qualification Changes

Treatment Foster Care (TFC) - Case Management

- Participation Requirements
- Medical Necessity Criteria
- Case Manager Responsibilities
- Deficit Reduction Act Limitation of Medicaid Reimbursement
 - March 1, 2007 Change from Daily to Monthly Rate
- Preauthorization
- Locality Requirements
- Provider Responsibilities
- Initial Review
- Continued Stay Review
- Covered Activities
- Comprehensive Treatment Plan
- Contacts With the TFC Child
- Case Management Limitations
- Utilization Review
- FAPT Assessment Requirements
- CAFAS/PECFAS
- Medical Necessity Criteria
- 90 Day Progress Reports
- Case Narrative/Entries
- Duplication of Services
- Substance Abuse Services
- Provider Qualification Changes

**Billing for Residential Treatment Facility- Level C, Psychotherapy
Professional Services and Treatment Foster Care - Case Management**

- Medicaid Card
- Verifying Eligibility
- Important Contacts
- National Provider Identifier (NPI) Requirements
- Timely Filing
- Billing on the CMS 1450 (UB-04)
- Billing on the CMS-1500
- Remittance Voucher

Attachment B

Children's Community Mental Health Services

Training Format

This training was designed for local representatives of:

- CSA Team Members
- CSB Personnel
- Family Assessment and Planning Team Members
- Intensive In- Home Providers
- Therapeutic Day Treatment for Children and Adolescent Providers
- Level A Group Home Providers
- Level B Group Home Providers
- Outpatient Psychotherapy Clinicians for Children in Level A or B Group Homes

The training sessions included information on the following topics:

Children's Mental Health Program

- Transition Coordination
- Eligible Providers
- Limits
- Billing Units
- Recipient Eligibility
- Pre-Screening for Children's Mental Health Program
- Recipient Choice
- Recipient Financial Eligibility
- Team Approach
- Assessment Tool
- Services
- Program Enrollment
- Preauthorization
- Forms
- Documentation Requirements
- Case Management Services
- Termination of Eligibility
- Recipient Enters Institutional Setting
- Transition for Individuals Reaching Age 2
- Maintaining Records

Intensive In-Home (IHH) Services

- Staff Qualifications
- Eligibility Criteria

Attachment B...(cont.)

- Required Activities
- Billing IHH Assessments Effective July 1, 2008
- Required Activities
- Individual Service Plan
- Sample Individual Service Plan
- Progress Notes
- IHH Limitations
- New IHH Prior Authorization Requirements Effective With Dates of Service July 1, 2008
- Initial IHH Prior Authorization Criteria
- Concurrent IHH Prior Authorization Criteria
- KePRO Prior Authorization Process
- Utilization Review

Therapeutic Day Treatment (TDT) for Children and Adolescents

- Eligibility Criteria
- Required Activities
- Individual Service Plan
- Sample Individual Service Plan
- Progress Notes
- TDT Limitations
- Utilization Review

**Community Based Residential Services for Children & Adolescents- Level A
And Therapeutic Behavioral Services- Level B: Group Homes**

- Staff Qualifications
- Level A and Level B Service Definitions
- Level A and Level B Specific Provider Qualifications and Requirements
- Recipient Eligibility (Level A and Level B)
 - CSA vs. Non-CSA Children
- Moderate Impairment
- Certification for Admission (Level A and Level B)
- Admission Criteria
- Certificate of Need
- Re-Certification Documentation
- Level A and Level B Prior Authorization Requirements Effective With Dates of Service July1, 2008
- Initial Review
- Continued Stay Review
- Facility Assessment
- Initial Plan of Care
- Comprehensive Individual Plan of Care

Attachment B...(cont.)

- Required Activities
- Therapeutic Pass
- Discharge Criteria
- Limitations
- Outpatient Psychiatric Services in Residential Group Homes
- Documentation Requirements
- Service Limits
- Utilization Review
- KePRO Prior Authorization Process