

PROCEDURE

Series:	Operating Procedures	COA: NET 6.03 CFOP: 175-04
Procedure Name:	Medical Necessity and Prior Authorization	
Procedure Number:	OP-1185	
Review Date:	N/A	
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Applicable to:	Brevard Family Partnership Family of Agencies (BFP FOA) Staff	

PURPOSE: The purpose of this procedure is to establish the method by which Brevard Family Partnership (BFP) and Community Based Care Integrated Health (CBCIH) coordinate behavioral health care services and communicate information related to the emotional and physical health care needs of enrolled children within Florida's child welfare system to Sunshine Health in order to establish medical necessity criteria and arrange for services that require prior authorization. .

PROCEDURE:

References:

Florida Medicaid Community Behavioral Health Services Coverage and Limitations Handbook
Florida Medicaid Specialized Therapeutic Services Handbook
Florida Medicaid Statewide Inpatient Handbook
CBC Integrated Health Contract
CBCIH Procedure 301

Application

This procedure applies to CBCIH, BFP, and its subcontracted agencies and addresses care coordination activities that are provided on behalf of all CWSP plan enrollees.

Key Terms

CBCIH Regional Coordinator—individuals employed by CBCIH who provide consultation and technical support, related to the Child Welfare Specialty Plan, to Community Based Care Lead Agencies.

Child Welfare Case Manager—a certified child protection professional (CWCM) who is responsible for the coordination of services, completion of court reports and supervision of families and children who have been adjudicated dependent and require protective supervision.

Child Welfare Legal Services—the legal firm representing children in child welfare matters, specifically in State court in all Chapter 39 dependency cases.

Child Welfare Specialty Plan Enrollee—a child who is Medicaid eligible and is enrolled in the Sunshine Health, Child Welfare Specialty Plan, or the Sunshine Health Managed Medical

Assistance Plan (MMA), due to an active status in the child welfare system of care. This includes children who have an open child welfare case, those who have been adopted and are receiving maintenance adoption subsidy and those who are receiving extended foster care or independent living services.

Community Based Care Lead Agency—an “eligible lead community-based provider” as defined in Section 409.1671(1) (e), F.S.

Contracted Service Provider—a private agency that has entered into a contract with the Department or with a Community-Based Care Lead Agency to provide supervision of, and services to, dependent children and children who are at risk of abuse, neglect, or abandonment.

Court order—a legal document or proclamation by a judge, in which a court orders a person to perform a specific act or prohibits an act; one must comply or risk a contempt action.

Florida Safe Families Network (FSFN)—an automated system to capture information and generate reports regarding each child that comes into the care of the Department of Children and Families (DCF) and contracted providers as a result of abuse, neglect, or abandonment. Florida’s method of receiving reports/intakes, documenting investigations, and recording all casework and services provided to protect children.

Medicaid—a program authorized by Title XIX of the Social Security Act. It is a state-administered health insurance program that is jointly funded by the Federal and State governments. Medicaid is an open-ended entitlement program, with states receiving federal reimbursement for every eligible claim they submit. Medicaid, as defined in Rule 59G-1.010, F.A.C., includes eligibility based on income for most groups using Modified Adjusted Gross Income (MAGI).

Standards

Community Based Care Integrated Health has contracted with the Community Based Lead Agencies within the State to provide coordination services and to gather documentation necessary in order to obtain authorization for medically necessary services, including medical services and therapeutic levels of care.

I. Authorization of Services

- A. The BFP Nurse Care Coordinator is responsible for assisting the Dependency Case Manager, Parent or Legal Guardian or Caregiver with obtaining prior authorization from Sunshine Health for specified medical services.
- B. The BFP Behavioral Health Care Coordinator, or designee, manages the MDT process and serves as a liaison to Sunshine Health. In this capacity, the Behavioral Health Care Coordinator’s MDT process ensures that medical necessity is established and that requests are made for behavioral health services that require prior authorization.
- C. Sunshine Health Case Managers manage authorization of services for Medical Foster Care and Early Intervention Services. Nurse Care Coordinators work with Sunshine Health to provide coordination of care for these enrollees.
- D. CBCIH will respond to formal requests for information necessary to establish



medical necessity Procedures & Practices Manual 3 | Page as part of a provider's request for prior authorization of services from Sunshine Health within one (1) business day.

E. BFP and its subcontractors refer enrollees to network providers, when applicable, and assist with service coordination, when indicated.

II. Court Ordered Medicaid Services:

1. If the court order is for a Medicaid reimbursable service, the BFP Behavioral Health Care or Nurse Care Coordinator shall forward the court order, and additional information related to the court order, to the assigned Sunshine Health Case Manager and the CBCIH Regional Coordinator within two (2) business days.
2. Information to be provided related to the court order, includes but is not limited to:
 - a. Reason for the court order
 - b. Action taken, if applicable, by the CBC Lead Agency, Dependency Case Manager or Child Welfare Legal Services, to address court's concerns. This may include a description of services that have been provided
 - c. Next court date and/or the timeframe in which the court expects the order to implemented or satisfied
3. Information that is provided may assist Sunshine Health with the determination of medical necessity and subsequent authorization of covered medical and behavioral health services.
4. The BFP Behavioral Health Coordinator or designee shall maintain documentation of court-ordered Medicaid reimbursable services that are provided to Sunshine Health This documentation, and the process for coordination of court-ordered services, will be monitored by the CBCIH Regional Coordination during quarterly monitoring visits.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 2/5/2020