

PROCEDURE

Series:	Operating Procedures	COA: Need CFOP: N/A
Procedure Name:	Disaster Preparedness	
Procedure Number:	OP 1219	
Review Date:	12/10/19	
Revision #/Date:	(1)12/10/19	
Effective Date:	07/01/18	
Applicable to:	Brevard Family Partnership Family of Agencies (BFP FOA) Staff	

PURPOSE: The purpose of the Disaster Preparedness procedure is to ensure that CBCIH and BFP are prepared upon the declaration of a State of Emergency by the Governor of Florida. Emergency preparedness includes, but is not limited to, the dissemination of information, received from Sunshine Health, related to care coordination of physical and behavioral health services for Child Welfare Specialty Plan enrollees.

PROCEDURE:

CBCIH and BFP staff ensure that information related to disaster planning is distributed to ensure that enrollees continue to receive necessary medical and behavioral health services during a natural disaster.

Cross Reference(s)

Executive Order, State of Florida

Scope

This operating procedure applies to BFP and its subcontractors who are responsible for children enrolled in the Child Welfare Specialty Plan. If any of the responsibilities outlined in this procedure are contracted with an individual or other entity, the contracted provider must ensure compliance with this procedure, and the terms should be incorporated into the contract.

Application

This procedure applies to CBCIH and CBC Lead Agency Staff, and addresses care coordination activities that are provided on behalf of all CWSP plan enrollees.

Key Terms

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 from dependency 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 of Children and Families (DCF) or with a Community-Based Care Lead Agency to provide supervision of, and services to, dependent children and those children who are at risk of abuse, neglect, or abandonment.

Integrate®—a web-based information system designed to integrate physical health, behavioral health and child welfare data into a single platform of applications.

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).

Electronic Data Exchange or EDI—defines the format of electronic transfers of information between providers and payers to carry out financial or administrative activities related to health care (includes coding, billing and insurance verification).

Standards

This procedure acknowledges that CBCIH and BFPs receive and distribute information related to coordination of physical and behavioral healthcare services upon the declaration of a State of Emergency. In accordance with this procedure, BFP adheres to our organization's Disaster Plan and ensure the safety and wellbeing of enrollees within our care.

BFP adheres to the organization's Disaster Pan to ensure the safety and wellbeing of the enrolled within our care. BFP is a "downstream" entity from Sunshine as the main contractor for Medicaid/Medicare, and as a downstream vendor, certain additional requirements are applicable, as indicated within the Florida Managed Medical Assistance Program Services Agreement.

Upon the declaration of a State of Emergency by Florida's Governor, CBCIH will take the following actions:

1. Obtain a copy of the Executive Order and post on the CBCIH website at:
www.cbcih.net/disaster-prep
2. Provide regular updates, via the CBCIH website, to include information related to access to:
 - Pharmacy and prescription information
 - Medical equipment
 - Access to physical health services
 - Access to behavioral health services
3. Alert Behavioral Health Care Coordinators and Nurse Care Coordinators, via email to distribution lists, of available resources and the location of disaster-related information on the CBCIH website.
4. Obtain office closure information and on-call schedule/contact numbers for each CBC Lead Agency, this information will be posted to the CBCIH website and sent to Sunshine Health upon request.
5. Obtain Sunshine Health Utilization Management information to ensure continuation of authorized physical health, pharmacy, durable medical equipment and behavioral health services by:
 - Collecting and distributing member lists for Enhanced Care Coordination for medically fragile enrollees;



- Collecting and distributing member lists for enrollees who require durable medical equipment (DME) that is dependent upon electricity;
 - Collecting and distributing member lists for enrollees who are newly prescribed psychiatric medications;
 - Obtaining and posting medical hospital/facility closures, facility status, etc.; and
 - Obtaining and posting pharmacy closures, pharmacy status, etc.
- B. Upon the declaration of a State of Emergency by Florida’s Governor, BFP will implement the organization’s disaster plan. Nurse Care Coordinators and/or Behavioral Health Care Coordinators should take the following actions upon request from CBCIH:
1. Communicate related information to parents, foster parents and caregivers;
 2. Provide care coordination services as needed.
- C. Upon the declaration of a State of Emergency by Florida’s Governor, BFP will ensure that information related to physical and behavioral health care coordination for post adoption enrollees is disseminated to the appropriate parties.
- D. Following a disaster, CBCIH will remain available to assist with physical and behavioral health care coordination and other related health care management functions.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

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

APPROVAL DATE: 2/7/2020