Behavioral Health Services
Provider Manual Addendum

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Updates and Changes

This provider manual, as part of your provider agreement and related addendums, may be updated at any time and is subject to change. The most updated version is available online at https://providers.amerigroup.com/GA. To request a free, printed copy of this manual, call Provider Services at 1-800-454-3730.

If there is an inconsistency between information contained in this manual and the agreement between you or your facility and Amerigroup Community Care, the agreement governs. In the event of a material change to the information contained in this manual, we will make all reasonable efforts to notify you through web-posted newsletters, provider bulletins and other communications. In such cases, the most recently published information supersedes all previous information and is considered the current directive.

This manual is not intended to be a complete statement of all policies and procedures. We may publish other policies and procedures not included in this manual on our website or in specially targeted communications, including but not limited to bulletins and newsletters.

Overview

At Amerigroup Community Care, we plan our approach to treatments and services in collaboration with the family and all organizations involved in the member’s life. We aim to provide a comprehensive system of care that is community-based and promotes healthy outcomes for adults, children, youth and their families. We embrace the practice of family-driven, culturally and linguistically competent care utilizing, whenever possible, evidence-based or best practice-subscribed services and supports. Amerigroup always strives to use the least restrictive and least intrusive services that are condition-appropriate.

Behavioral health services are an integral part of health care management at Amerigroup. Our mission is to coordinate the physical and behavioral health care of members by offering a wide range of targeted interventions, education and enhanced access to care to ensure improved outcomes and quality of life for members. Amerigroup works collaboratively with hospitals, group practices and independent behavioral health care providers, as well as community agencies, Georgia’s community service boards and other resources to successfully meet the needs of members with mental health and substance use conditions, and/or intellectual and developmental disabilities.

The goals of the Amerigroup behavioral health program are to:

- Ensure and expand service accessibility to eligible members
- Promote the integration of the management and delivery of physical and behavioral health services
- Achieve quality outcomes, including those related to Healthcare Effectiveness Data and Information Set (HEDIS®) and the National Committee for Quality Assurance (NCQA)
- Work with members, providers and community supports to provide recovery tools and create an environment that supports members’ progress toward their recovery goals
- Ensure utilization of the most appropriate and least restrictive medical and behavioral health care in the right place and at the right time
HEDIS is a registered trademark of the National Committee for Quality Assurance (NCQA).

The objectives of the Amerigroup behavioral health program are to:

- Promote continuity and coordination of care among physical and behavioral health care practitioners
- Enhance member satisfaction by implementing individualized and holistic support and care plans that allow members to achieve their recovery goals
- Provide member education on treatment options and pathways toward recovery
- Provide high-quality case management and care coordination services that identify member needs and address them in a person-centered and holistic manner
- Work with care providers to ensure the provision of medically necessary and appropriate care and services (e.g., inpatient care, alternative care settings and outpatient care), at the least restrictive level
- Enhance provider satisfaction and success through collaborative and supportive relationships built on mutually agreed upon goals, outcomes and incentives
- Promote collaboration between all health care partners to achieve recovery goals through education, technological support and the promotion of recovery ideals
- Use evidence-based guidelines and clinical criteria, and promote their use in the provider community
- Maintain compliance and accreditation standards with local, state and federal requirements
- Amerigroup contracted providers shall deliver behavioral health and substance use disorder services in accordance with best practice clinical guidelines, rules, regulations and policies and procedures set forth by the:
  - State of Georgia’s Department of Community Health
  - Department of Behavioral Health and Developmental Disabilities Manual; specifically:
    - Utilization, Service Definition, Admission, Continuing Stay, Discharge Criteria, Service and Clinical Exclusions
    - Documentation requirements

**Coordination of Behavioral Health and Physical Health Treatment**

Key elements of the model for coordinated and integrated physical and behavioral health services include:

- Ongoing communication and coordination between primary medical providers and specialty providers, including behavioral health (mental health and substance use) providers
- Screening by primary medical providers for mental health, substance use and co-occurring disorders
- Discussions by behavioral health provider of physical health conditions
- Referrals to primary medical providers or specialty providers, including behavioral health providers, for assessment and/or treatment for consumers with co-occurring disorders and/or any known or suspected and untreated physical health disorders
- Development of person-centered treatment plans, involving members as well as caregivers and family members when appropriate
- Case management and disease management programs to support the coordination and integration of care between providers, as indicated by member needs

Fostering a culture of collaboration and cooperation helps sustain a seamless continuum of care between physical and behavioral health, and positively impacts member outcomes. To maintain
continuity of care, patient safety and member well-being, communication between behavioral health and physical care providers is critical; especially for members with comorbidities receiving pharmacological therapy.

**Systems of Care**

Services provided to people with serious emotional disturbances and their families are best delivered based on the System of Care Values and Principles, which are endorsed by the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Center for Mental Health Services (CMHS). Services should be:

- Person-centered and family-focused, with the needs of the person and family dictating the types and mix of services provided
- Community-based, with the focus of services as well as management and decision-making responsibility resting at the community level
- Culturally competent, with agencies, programs and services that are responsive to the cultural, racial and ethnic differences of the populations they serve
- Comprehensive, covering an array of services that address physical, emotional, social, educational and cultural needs
- Personalized, as evidenced by an individualized service plan formulated to meet the member’s unique needs and potential
- Delivered in the least restrictive, most normative environment that is clinically appropriate
- Integrated and coordinated between agencies, including mechanisms for planning, developing and coordinating services inclusive of case management, or similar mechanisms to ensure that multiple services are delivered in a coordinated, therapeutic manner and adapted in accordance with the changing needs of the person and their family
- Delivered without regard to race, age, religion, national origin, sex, physical disability, sexual orientation or other characteristics
- Oriented to recovery, providing services that are flexible and evolve over time

**Medically Necessary Behavioral Health Services**

Medically necessary behavioral health services means those behavioral health services which:

- Are reasonable and necessary for the diagnosis or treatment of a mental health or chemical dependency disorder, or to improve, maintain or prevent deterioration of functioning resulting from such a disorder
- Are in accordance with professionally-accepted clinical guidelines and standards of practice in behavioral health care
- Are furnished in the most appropriate and least restrictive setting in which services can be safely provided
- Are the most appropriate level or supply of service that can safely be provided
- Could not be omitted without adversely affecting the member’s mental and/or physical health or the quality of care rendered
- Are not primarily for the convenience of the doctor or member

**Behavioral Health Care Providers**

Behavioral health licensed and paraprofessional staff can offer covered behavioral health and/or substance abuse services when:

- Services are within the scope of the professional license
The licensed behavioral health specialist is a credentialed Medicaid provider and registered in the Amerigroup provider network.

The paraprofessional staff are employed by a behavioral health agency approved by the Department of Behavioral Health and Developmental Disabilities (DBHDD) as a CORE, Intensive Family Intervention (IFI), or Community Service Board (CSB) provider.

Services are within the scope of the benefit plan and contractual requirements.

**Behavioral Health Emergency Services**

Behavioral health emergency services are recommended for members experiencing acute crises resulting from a mental illness. An acute crisis is an incident at a level of severity that meets the requirement for involuntary examination pursuant to 2010 Georgia Code Title 37, Chapter 3 and, in the absence of a suitable alternative or psychiatric medication, would require the hospitalization of the member.

Emergency behavioral health services may be necessary if the member is:

- Suicidal
- Homicidal
- Violent with objects
- Unable to take care of his or her activities of daily living due to suffering a precipitous decline in functional impairment
- Alcohol- or drug-dependent and experiencing severe withdrawal symptoms

In the event of a behavioral health and/or substance abuse emergency, the safety of the member and others is paramount.

Instruct the member to seek immediate attention at a behavioral health crisis service facility. In the event of a medical concern in conjunction with the behavioral health and/or substance abuse emergency, please instruct the member to seek treatment at the nearest emergency room.

Contact the Georgia Crisis and Access Line at 1-800-715-4225 or emergency dispatch services (911) if the member is in imminent danger to him or herself or others and is unable to get help on his or her own from a facility mentioned above or behavioral health agency, licensed psychiatrist, psychologist, licensed clinical social worker (LCSW), licensed professional counselor (LPC), or Licensed Marriage and Family Therapist (LMFT).

**Integration of Physical and Behavioral Health Services**

**Integration Program Overview**

We’re committed to supporting the Georgia Department of Community Health’s (DCH’s) goals of integrating behavioral health and physical health providers to provide the best care for the member.

The behavioral health provider will:

- Obtain the member’s or the member’s legal guardian’s consent to send behavioral health status reports to the member’s PCP/specialists.
- Send initial and quarterly (or more frequently if clinically indicated) summary reports of a member’s behavioral health status to the member’s PCP/specialist(s). This can be in the form of a treatment plan, care plan, updated crisis plans and/or any other pertinent information.
• Utilize specific billing codes to document the time and effort spent on this task. This documentation can and will be audited for compliance.
• Upon being informed that a member who’s been seen and billed by him/her within the last six months has an inpatient admission, confirm whether the member is still receiving services there, collaborate on the importance of the seven-day follow-up appointment following discharge, and address any barriers to treatment, past and present.

Amerigroup will:
• Add appropriate billing codes to the provider fee schedule to allow providers the opportunity to document the time and effort spent in engaging in integration with the member’s PCP/specialist(s).
• Audit providers as necessary to review this documentation.
• Contact behavioral health providers when a member who’s been seen/billed by that provider within the last six months has an inpatient admission.
• Assist providers in removing any barriers to successful discharge planning and continued step-down services.

Provider Roles and Responsibilities

We believe the success of providers is necessary to achieve our goals. We are committed to supporting and working with qualified providers to ensure that we jointly meet quality and recovery goals. Our commitment includes:
• Improving communication of the clinical aspects of behavioral health care to improve outcomes and recovery
• Supporting providers in delivering integrated, coordinated physical and behavioral health services to meet the needs of the whole person
• Simplifying precertification rules, referrals, claims and payment processes to help providers reduce administrative time and focus on the needs of members
• Monitoring the quality of the behavioral health provider network in accordance with the standards and expectations outlined in the Amerigroup provider manual
• A team of clinical care managers, case managers and support staff providing high-quality care management and care coordination services to our members, and striving to work collaboratively with all providers
• Amerigroup case management and care coordination teams acting as a liaison between the physical and behavioral health providers to ensure communication occurs between providers in a timely manner, and facilitating coordinated discussions (when indicated) to meet the health outcome goals of the member’s care plan

Our experienced behavioral health care staff is available 24 hours a day, 7 days a week to help identify the closest and most appropriate behavioral health service provider. Providers can call Provider Services at 1-800-454-3730, and members can call Member Services at 1-800-600-4441 for help with finding a provider.

At Amerigroup, our behavioral health care benefit is fully integrated with the rest of our health care programs. This coordination of health care resources requires certain roles and responsibilities for behavioral health providers, including:
• Participating in the care management and coordination process for each Amerigroup member under their care
• Seeking prior authorization for all services that require it
For more information on prior authorization, visit our provider website at https://providers.amerigroup.com/GA and:

- Use our Precertification Lookup Tool to search for services by code
- See the Precertification section of the comprehensive provider manual, located under Provider Resources & Documents > Manuals & QRCs
- Check your quick reference card, also available under Provider Resources & Documents > Manuals & QRCs
- Offering hours of operation that are no less than the hours of operation offered to commercial members

Member Records and Treatment Planning

The Georgia Health Information Network (GaHIN) helps providers close the information gap and improve the quality of patient care across the state. The electronic health record is structured to provide data in a summarized, user-friendly printable format and employs hierarchical security measures to limit access to designated persons. It is available 24 hours a day, 7 days a week, except during limited scheduled system downtime. Amerigroup encourages all providers to enroll and participate in the GaHIN.

For more information, please email info@gahin.org.

Comprehensive Assessment

Member records must meet the following standards and contain the following elements, if applicable, to permit effective service provision and quality reviews:

- Information related to the provision of appropriate services, with documentation in a prominent place whether there is an executed declaration for mental health treatment.
- Providers must submit a signed service order by an appropriately credentialed practitioner along with a comprehensive assessment that provides a description of the member’s physical and mental health status at the time of admission to services. It should include:
  - Psychiatric and psychosocial assessment including:
    - Child and Adolescent Needs and Strengths (CANS), Level of Care Utilization System (LOCUS) or other industry-recognized assessment scoring tool
    - Description of the presenting problem with specific information about behaviors from the most recent 30 days
    - Psychiatric history and history of the member’s response to crisis situations
    - Psychiatric symptoms
    - Diagnosis using ICD-10
    - Mental status exam
    - Rating scales as indicated per clinical policy guidelines.

  - Medical assessment including:
    - Screening for medical problems
    - Medical history
    - Present medications
    - Medication history

  - Substance use assessment including:
    - Frequently used over-the-counter medications
    - Current and historical usage of alcohol and other drugs reflecting the impact of substance use in the domains of the community functioning assessment
History of prior alcohol and drug use, as well as treatment episodes and their effectiveness

- Community functioning assessment or an assessment of the member’s functioning in the following domains:
  - Living arrangements and daily activities (vocational/educational)
  - Social support
  - Financial
  - Leisure/recreational
  - Physical health
  - Emotional/behavioral health

- An assessment of the member’s strengths, current life status, personal goals and needs

**Personalized Support and Care Plan (Treatment Plan)**

A patient-centered support and care plan based on the psychiatric, medical substance use and community functioning assessments found in the initial comprehensive assessment must be completed for any member who receives behavioral health services. There must be documentation in every case that the member and his or her family members, caregivers or legal guardian (as appropriate) participated in the development and subsequent reviews of the treatment plan.

The support and care plan must be completed within the first 30 days of admission to behavioral health services and updated as clinically appropriate or at a minimum annually, based on the member’s progress toward goals or a significant change in psychiatric symptoms, medical condition and/or community functioning, or as required by the service definition.

There must be a signed release of information to provide information to the member’s primary medical provider or evidence that the member refused to provide a signature. There must be documentation that referral to appropriate medical or social support professionals have been made.

A provider who discovers a gap in care is responsible to help the member get that gap in care fulfilled and documentation should reflect the action taken in this regard.

For providers of multiple services, one comprehensive treatment/care/support plan is acceptable as long as at least one goal is written, and updated as appropriate, for each of the different services that are being provided to the member.

The treatment/support/care plan must contain the following elements:

- Identified problem(s) for which the member is seeking treatment
- Member goals related to each problem(s) identified, written in member-friendly language
- Measurable objectives to address the goals identified
- Target dates for completion of objectives
- Responsible parties for each objective
- Specific measurable action steps to accomplish each objective
- Service code(s) that will be used to address each objective
- Individualized steps for prevention and/or resolution of crisis, which includes:
  - Identification of crisis triggers (i.e., situations, signs and increased symptoms)
  - Active steps or self-help methods to prevent, de-escalate or defuse crisis situations
  - Names and phone numbers of contacts who can assist the member in resolving a crisis
  - The member’s preferred treatment options, including psychopharmacology in the event of a mental health crisis
• Actions agreed to be taken when progress towards goals is less than originally planned by the member and provider
• Signatures of the provider completing the treatment plan, member, as well as family members, caregivers or legal guardian(s), as appropriate

Progress Notes
Progress notes should include the following items:
• Correct name and identification number of the member receiving the service
• Billing information including the:
  o Correct code for the service provided
  o Correct code for practitioner level providing the service
  o Beginning and ending time of the service
  o Total units/encounters used
• Intervention that ties to a corresponding goal and objective from the member’s established treatment plan
• An established and structured note format (e.g., behavior, intervention, response and plan [BIRP], subjective, objective, assessment and plan [SOAP], etc.)
• Support for amount of units used
• Name, signature and credentials of person providing the service
• The date the note was signed

Discharge Summary
At the conclusion of services provided by the agency, a structured discharge summary should be developed and made available to the member within 14 days of the final session. The discharge summary should contain the following items:
• Medications at the time of discharge
• Review of the member’s plan of care
• Review of the member’s involvement and engagement in the treatment process
• Any follow-up appointments by date, time and name of practitioner
• Any recommendations for ongoing care and services for the member
• Signature of the member and their respective family/caregiver, treating physician and/or clinician
For any member with an unplanned discharge, a discharge summary should still be created by the provider and submitted to the member’s medical record.

Psychotrophic Medications
Prescribing providers must inform all members considered for prescription of psychotropic medications of the benefits, risks and side effects of the medication, alternate medications and other forms of treatment. If obesity is also a problem, the medical record needs to reflect that a healthy diet and exercise plan has been prepared and given to the member, or if appropriate, a referral to a nutritionist or obesity medical professional. If diabetes is a problem, the medical record needs to reflect a discussion with the member about their condition, and their treating provider should be identified in the documentation and coordination efforts with that provider as well.

The documentation is expected to reflect such conversations as having occurred. The medical record is expected to indicate the prescription data has been shared with the member’s primary medical provider.
Members on psychotropic medications may be at increased risk for various disorders; the expectation is that providers are knowledgeable about side effects and risks of medications and regularly inquire about and look for them. This especially includes:

- Following up to inquire about suicidality or self-harm in children placed on antidepressant medications as per Food and Drug Administration and American Psychiatric Association guidelines
- Regular and frequent weight checks and measurement of abdominal girth, especially for those on anti-psychotics or mood stabilizers
- Glucose tolerance test or hemoglobin A-1C tests, especially for those members on anti-psychotics or mood stabilizers
- Triglyceride and cholesterol checks, especially for those members on anti-psychotics and mood stabilizers
- Electrocardiography (ECG) checks for members placed on medications with risk for significant QT-prolongation
- Ongoing checks for movement disorders related to anti-psychotic use and psychotic disorders

Appropriate follow-up for children prescribed ADHD medications is essential. Providers should:

- Ensure that children are appropriately diagnosed using rating scales (completed by parents and the school)
  - Note: Several tools, such as the Vanderbilt ADHD Diagnostic Rating Scale, are available online at no charge
- For a first-time user; see the child at least once within the first month, and twice more during the next nine months

Routine antidepressant medication management involves:

- Confirming the patient understands that some people need to remain on medication for several months or years (maintenance therapy).
- For a first-time user, encouraging members to follow up with you for medication refills as needed.

On initiation and engagement of alcohol and other drug dependence, the following standards should be facilitated:

- Every time a patient receives a primary or secondary diagnosis indicating abuse of alcohol or other drugs, schedule a follow-up visit within 14 days.
- During the second visit, schedule two additional visits and/or schedule the patient to see a substance abuse treatment specialist within the next 14 days.

Guidelines for such testing and follow-up are provided by the American Psychiatric Association, among others. Summary guidelines are referenced in our clinical practice guidelines located on our provider website at https://providers.amerigroup.com/GA. While the prescriber is not expected to personally conduct all of these tests, the prescriber is expected to ensure that these tests occur where indicated and to initiate appropriate interventions to address any adverse results. These tests and the interventions must be documented in the member’s medical record.

**Quality Monitoring, Record Audits and Provider Communication Initiative**

Amerigroup has established a partnership with Alliant Health Solutions to assist in validating provider compliance with applicable health care policies, and identify instances of incorrect billing and/or medically unnecessary or inappropriate services. Through the use of proprietary software, Alliant Health
Solutions includes employee roster review, desktop audits, claims patterns and trend analysis, statistical summary and comparative data reporting to support provider education and prevent/reduce risk of inappropriate utilization and/or billing practices. Utilizing systematic sampling methodology and a broad range of algorithms, the audits will be customized to support Amerigroup-specific policies and expectations as outlined in the Amerigroup provider manual, this addendum (see the *Member Records and Treatment Planning: Psychotropic Medications* section), clinical practice guidelines, medical necessity criteria and the general requirements of the state licensing agencies.

Provider cooperation with the Amerigroup behavioral health Quality Management program is essential to ensure compliance with state and federal requirements to prevent fraudulent or abusive health care billing practices. Providers will be notified 14 business days in advance of record retrieval requests. Member records can be provided by mailing hard copy records or through electronic media at the provider’s preference, assuming the provider has confirmed with the audit vendor that the media used will be compatible with the Alliant/GMCF systems. Alternatively, providers may request to submit electronic copies by contacting the Behavioral Health Review Helpline at 1-888-507-0709 to request electronic uploading access.

All records must be available by the scheduled record retrieval timeline. Failure to include documentation for service(s) rendered may result in recoupment. Failure to respond timely to certified record requests received via certified mail will result in assumption of lack of available documentation, and the deficiency will be noted in the audit report and subsequent request for recoupment. Amerigroup is targeting approximately 45 business days from the time of review completion for provider follow-up meetings, including a comprehensive report outlining the audit findings. Please note this timeline is dependent upon review findings, provider availability and mutual scheduling needs. For audit reviews that do not require any additional processing, provider follow-up meetings may take place in person or teleconference. Corrective action plans will be due 14 calendar days after the provider follow-up meeting. Recoupment, re-auditing and termination from the network may be required when indicated by audit findings.

**Guidelines for Submitting Outpatient Service Requests**

Familiarizing yourself and your staff with notification and precertification policies and acting to meet those policies can help expedite and ensure appropriate service requests are successfully approved. We encourage providers to use the secure Amerigroup provider website to request services.

Free training webinars are available for providers. You can access live and on-demand webinars, online demonstrations and tip sheets. For a list of upcoming webinars, visit [rsypbook.com/Amerigroup](http://rsypbook.com/Amerigroup).

Different types of services require provider communication of different clinical information to Amerigroup. Some services do not require authorization before delivery (e.g., H0031 behavioral health assessment). Other services do require prior authorization (PA) (e.g., H2015 Community Support Individual, H2014 group skills).

Prior Authorization (PA) is a prospective process whereby licensed clinical associates apply designated criteria sets against the intensity of services to be rendered, a member’s severity of illness, medical history and previous treatment to determine the medical necessity and appropriateness of a given coverage request. Prospective means the coverage request occurred prior to the service being provided.
If PA is required, you must get prior approval from Amerigroup before rendering the requested service. Prescriptions written for preferred or nonpreferred antipsychotic medications in children age 17 and under will also require a PA. Prior to discharge from a hospital or inpatient behavioral health facility, providers should check the formulary status of all new drugs started that will be continued as an outpatient. If PA is required, the request should be submitted prior to discharge. Visit our *Preferred Drug List (PDL)* and Precertification Lookup Tool at [https://providers.amerigroup.com/GA](https://providers.amerigroup.com/GA) for more information.

Providers should initiate PA service requests by filling out the form at [https://providers.amerigroup.com/GA](https://providers.amerigroup.com/GA) > Provider Resources & Documents > Forms > Behavioral Health or Psychological Testing Outpatient Treatment Request Form. Once complete:

1. Log on to the secure provider self-service website.
2. Select My Payer Portal.
3. Select Precertification from the left-hand navigation.
4. From the Precertification tab, select Precertification Type.
5. Complete the Request Info tab.

**Completing an Outpatient Service Request**

All outpatient prior authorization requests, except for psychological testing, IOP and PHP, should be submitted through the Centralized Authorization Portal on the GAMMIS website. The exception services should be submitted via the Availity portal.

Service requests should be submitted only for the number and type of services indicated by the individualized recovery plan (IRP) and are expected to be utilized in the next six months, with exceptions for intensive family intervention (IFI) services, assertive community treatment (ACT), substance abuse intensive outpatient programs (SA IOPs) and Intensive Customized Care Coordination (IC3), which are authorized for 30 days and require subsequent concurrent review ongoing when indicated.

- **When completing the OTR, the first section is demographic information.**
  - When submitting using the secure website, this section *does not* need to be completed; the secure site automatically connects to the specific member.
- Complete the Provider Info tab.
  - Provider information for Core services providers and community service board (CSB) agencies should be noted as the Agency Name, not the individual practitioner who will be providing the services. Provider information for individually-credentialed practitioners should reflect the individual provider’s name.
- **Complete the Diagnosis tab.**
  - A full ICD-10 diagnosis is needed; please use diagnosis codes for easy identification.
- Complete the Supporting Files tab.
  - Please create a current symptom table, designed to give a quick, current overview of the members’ symptoms.
  - Mark the check boxes to represent the severity of the symptoms as mild, moderate, severe, acute or chronic.
- The *Medications* section should note the type, dosage, frequency and the prescribing provider.
- Complete the Review and Submit tab.
- Select the Submit Auth Request button.

Please note: Amerigroup makes every effort to process requests as soon as possible, up to the allowed 3 business days. Please be sure to keep a copy of the submission confirmation number for reference.
Provider Guidelines for Submitting Inpatient/Crisis Stabilization Unit/Psychiatric Residential Treatment Facilities Service Requests

Familiarizing yourself and your staff with notification and precertification policies and acting to meet those policies can help expedite and ensure service requests are successfully approved. Please see the directions below for submission of authorization requests:

- Submit via the secure self-service site by logging in at https://providers.amerigroup.com/GA within 24 hours of a member admitting into the facility or one calendar day of admission.
- Submit concurrent review clinical information to support authorization for continued stay in the inpatient setting via the secure site.
  - Discharge planning begins at admission and should be noted in the member record.
- Schedule family sessions as soon as possible for all members.
- Prior to discharge, coordinate with family and care coordinators as appropriate to schedule a member appointment within seven days with a psychiatrist, licensed clinical social worker (LCSW), licensed professional counselor (LPC), licensed marriage and family therapist (LMFT) or psychologist.
- Prior to discharge, determine whether the member’s medications need prior approval.
- Fax the discharge clinical information within 24 hours of discharge, to ensure case managers have the opportunity to follow up with members in a timely manner and ensure compliance with discharge appointments.

Frequently Asked Questions: Crisis Stabilization Units

When should a referral be made for evaluation and possible admission to a crisis stabilization unit (CSU)?

When a youth is experiencing a psychiatric emergency and a licensed behavioral health professional has determined imminent risk of self-harm, harm to others and/or the youth is experiencing signs of psychosis (i.e., hearing voices or seeing things that are not really there). The referral can be made by a licensed professional who may work, for example, in a local community mental health program, a private practice, emergency department or mobile crisis team.

What is the role of Amerigroup in determining and approving admission to a CSU?

The CSU staff will provide an evaluation of the member and contact Amerigroup upon completion of their initial assessment. The completed assessment will be presented to the Amerigroup Utilization Management (UM) team for review, to determine the appropriate treatment services for the member based on medical necessity criteria. This review may include the Amerigroup medical director.

At the time of the review, the member must currently meet the medical necessity criteria for approval for continued stay. The turnaround time for Amerigroup to review and make a determination for approval or denial is 24 hours.

For Georgia Families 360° members, how will service approvals and denials be communicated to the Division of Family and Children Services (DFCS) case manager or Department of Juvenile Justice (DJJ) juvenile probation/parole specialist?

The Amerigroup UM team will notify the CSU staff of the treatment recommendations for the member. If the recommendations do not include admission to the CSU based on medical necessity criteria for an admission a denial letter is released to provider and to guardian. The Amerigroup care coordinator will work in conjunction with the DFCS CM/DJJ JPPS and the CSU social worker (or designated staff of the CSU) to coordinate care and assist the member in receiving the most appropriate treatment level.
For Georgia Families 360° members, who identifies treatment options if the youth has been denied for CSU stabilization services?
The CSU staff will provide treatment recommendations for the member that meets their treatment needs. The Amerigroup care coordinator will work to assist the DFCS CM/DJJ JPPS with coordination of health care services, including behavioral health treatment services and medical services for the youth to access those services that best fit their treatment needs. Some examples of these possible treatment alternatives could be, but are not limited to: partial hospitalization, an intensive outpatient program, a Core services provider, an intensive family intervention program, etc.

If a member is admitted to the CSU, what is the role of Amerigroup for the length of stay?
The Amerigroup UM team will conduct continued stay reviews to ensure the member is receiving the most appropriate treatment. Through a medical necessity review, a determination will be made on whether or not the youth continues to meet medical necessity criteria for continued services, or is stabilized and ready for discharge from the CSU.

During the youth’s stay at the CSU, what is the role of Amerigroup in providing care coordination services?
The Amerigroup UM staff will work in conjunction with the CSU UM staff on a daily basis to stay abreast of the youth’s condition, need for continued stay or readiness for discharge. The Amerigroup care coordinator will attend (in person or by phone) all scheduled discharge planning meetings set by the CSU treatment team. For Georgia Families 360° members, the Amerigroup care coordinator will provide continuing stay information to the DFCS CM/DJJ JPPS on a daily basis and will work to assist them in coordinating any needed health care services the youth will require following discharge.

For Georgia Families 360° members, what is the time frame for Amerigroup to notify the DFCS CM/DJJ JPPS that the youth is ready for discharge?
Plans for discharge begin upon admission to the CSU. Once the youth is stable and ready for discharge, the discharge plan that was developed will be implemented in conjunction with the DFCS CM/DJJ JPPS and the Amerigroup care coordinator, based on recommendations by the CSU treatment team. When the youth no longer meets medical necessity for the CSU level of care, it is expected the youth will be discharged to the DFCS CM/DJJ JPPS by the next calendar day.

For Georgia Families 360° members, when a youth is being discharged from a CSU but the DFCS CM/DJJ JPPS has not been able to locate placement for the member, will the member remain in the CSU until a placement is located?
No. Amerigroup benefits cover stabilization services and cannot be used to pay for placement beyond the approval period for which medical necessity has been determined.

I still have questions about this. Who can I talk to?
Please direct all questions regarding CSU services to our Provider Services team at 1-800-454-3730.

Frequently Asked Questions: Psychiatric Residential Treatment Facilities
Are Core providers the only provider type able to submit an authorization for psychiatric residential treatment facility (PRTF) services?
No, requests for PRTF services are not limited to Core providers. Any licensed independent provider (psychiatrist, psychologist, licensed social worker, licensed professional counselor, licensed marriage and
family therapist or advanced practice registered nurse) may submit an authorization to Amerigroup for PRTF services.

**How do I submit an authorization for PRTF services?**
For youth enrolled in Georgia Families 360°SM, providers should fill out a request form, found at [https://providers.amerigroup.com/GA > Provider Resources & Documents > Forms > Behavioral Health Inpatient Treatment Request form](https://providers.amerigroup.com/GA > Provider Resources & Documents > Forms > Behavioral Health Inpatient Treatment Request form). Complete the required information requested on the form and submit via the Availity portal.

**What is the approval process for PRTF service requests?**
First, Amerigroup must receive a completed application and any available supporting clinical documentation on the Availity portal, which includes, but is not limited to:

- A psychological evaluation completed by an M.D. within the past 30 days
- Current DFCS/DJJ records (a psychosocial or similar document with an outline of the youth’s treatment and placement history, family history, history of offenses as appropriate, comprehensive child and family assessment (CCFA) and a psychosexual assessment if appropriate)
- History of psychiatric/substance abuse treatment
- School records or the individual education plan (IEP), if appropriate
- Any other needed assessment information

Once received, Amerigroup will complete a review of the presenting clinical information. A decision based on medical necessity criteria is communicated to the identified PRTF and the Georgia Families 360°SM care manager within three to five days.

If the request for PRTF services is not approved, the requesting provider will be notified and the member’s Amerigroup care manager will contact the DFCS CM/DJJ JPPS to discuss alternative service options.

**Who identifies the PRTF for the approved youth to be admitted?**
Just like any higher level of care, the requesting provider or acute facility looks for the appropriate PRTF facility for the clinical needs of the youth. Taking into consideration the preferences of the parent (regardless of who is fulfilling that role), this would be a collaborative discussion via conference call between the DFCS CM/DJJ JPPS, the requesting facility/provider and, when clinically appropriate, the Amerigroup care manager within 24 hours of prior authorization approval.

**A member is being discharged from a PRTF but the DFCS CM/DJJ residential placement specialist (RPS) has not located a placement for the member. Will the member remain in the PRTF until a placement is located?**
Amerigroup benefits cover treatment and cannot be used to pay for placement beyond the approval period for which medical necessity has been determined. Placement decisions rest with the DFCS CM/DJJ RPS and parents, where appropriate. The decision to remain in placement at a PRTF beyond the Amerigroup approval period will rest with the provider, the DFCS CM, DJJ JPPS/RPS and parent, when appropriate.

**When members are being discharged from the PRTF, when should the PRTF provider request nonemergency transportation (NET)?**
PRTF providers should request NET as soon as they are aware of the discharge (at a minimum of 72 hours prior to discharge) when the member is dependent on NET to return to the community. The PRTF provider must indicate the need for chaperone transport when requesting NET if an escort is required.

To stay current on all the latest updates, be sure to visit our provider website at https://providers.amerigroup.com/GA often.