

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

MEMORANDUM

April 28, 2005

**What's inside:**

Therapeutic Day  
Treatment Resources

MEMORANDUM FOR CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: THERAPEUTIC DAY TREATMENT

The purpose of this memo is to inform staff of the availability of a new Medicaid-funded resource which children between the ages of 3 and 6 may access if all eligibility criteria are met.

Therapeutic day treatment is a resource available to children between the ages of 3 and 6 at imminent risk of out-of-home placement. The therapeutic day treatment program provides intensive, daily interventions, and early education often in lieu of traditional child care because of the emotional and/or behavioral issues children are experiencing. Services are designed to prevent out-of-home placement and return the child to a traditional child care setting. At present, providers meeting eligibility criteria are limited, but it is anticipated that more providers will become credentialed in the near future.

Below please see the eligibility criteria both for the child and for the provider as well as the process for obtaining prior authorization.

**ELIGIBILITY CRITERIA FOR CHILD:**

- Be between the ages of 3 and 6 years old (from the 3<sup>rd</sup> birthday up to, but not including, the 6<sup>th</sup> birthday),
- Served by the Children's Division through Alternative Care, Adoption/guardianship subsidy or Family-Centered Services,
- Be in custody of Children's Division **or** have an open family centered services case,
- Be eligible for Medicaid,
- Be placed in, or at high risk of placement in, psychiatric hospitalization, residential care, or foster care,
- Be diagnosed within Axis I as having a mental health related illness as described in the International Classification of Diseases – 9<sup>th</sup> Revision (ICD-9), codes 290-316, and
- Be prior authorized for services and approved by the Children's Division to ensure all criteria are met.

## **ELIGIBILITY CRITERIA OF PROVIDER:**

- Be licensed by the Department of Mental Health (DMH) as having an approved “day treatment program”,
- Be accredited (COA, CARF, JCAHO),
- Submit a copy of accreditation certificate and DMH license with Medicaid enrollment packet,
- Be enrolled as a Medicaid provider for this service,
- Have services appropriately prior authorized, and
- Bill Medicaid directly for the provision of this service.

Again, it is important to remember that there are only a limited number of providers of this service at present. Additionally, providers may request their enrollment be back-dated no earlier than the date of their DMH license, the date of their accreditation, or July 1, 2004, whichever is later. The Children’s Division is informing potential providers of the availability of this resource and anticipates more providers as they become eligible.

## **PRIOR AUTHORIZATION APPROVAL by CHILDREN’S DIVISION AND ELIGIBILITY DETERMINATION**

### PA Approval

Regional Directors shall designate CD staff who shall have the responsibility and authority to approve and sign off on prior authorization forms.

The provider will complete the Division of Medical Services’ prior authorization form and submit it to the CD designee. The CD designee shall review the form, ensure the child’s criteria are met, authorize the begin date at the bottom of the form, and approve the PA form by signature. The CD designee shall then forward the approved PA form to:

Infocrossing Healthcare Services, Inc.  
PO Box 5700  
Jefferson City, Missouri 65102  
(The address is at the top of the PA form.)

The PA form shall be submitted to Infocrossing Healthcare Services prior to the eligibility determination for Comprehensive Community Support Services described below.

### Eligibility Determination

Because therapeutic day treatment is covered under the Comprehensive Community Support Service option of the Medicaid state plan, CD staff must complete the Childhood Severity of Psychiatric Illness (CSPI) screening tool as part of the prior authorization process. The CSPI can be obtained in the Form CS-9 instructions. For Therapeutic Day Treatment, the CSPI portion of the CS-9 is the only document that needs to be completed to establish eligibility for Comprehensive Community Support Services.

The CD designee shall request the case-carrying Children’s Services Worker (CSW) to complete the CSPI on the child to determine eligibility for Comprehensive Community Support Services and inform the CSW of the begin date on the PA form.

Once the CSPI is completed, the CSPI score sheet should be filed in the child/family case record. If the child is in Alternative Care, the CSW shall enter the applicable CSPI information in fields 60A, 60E, and 60F of [form SS-61](#). The begin date in field 60A must be the same as entered but the CD designee on the PA form.

Please see the attachment for a more detailed description of this resource. If you have questions, you may contact Sheila Tannehill, Assistant Deputy Director, at 573-526-5533 or [Sheila.A.Tannehill@dss.mo.gov](mailto:Sheila.A.Tannehill@dss.mo.gov).

**NECESSARY ACTION:**

1. Inform staff of the contact information of the CD's designee for signing off on prior authorizations.
2. Complete the CSPI as directed on children determined eligible for Therapeutic Day Treatment.
2. Review this memo with Children's Division staff.

FMS:KG/JCH

[Attachment](#)