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Owner: Erin Miller: QA Coordinator
Policy Area: Wraparound (Wrap, REACH, youth CCS)-Vendor

References:

#045- Day Treatment Prior Authorization

I. POLICY

It is the policy of Children's Community Mental Health Services and Wraparound Milwaukee to pre-authorize all new placements in Day Treatment Programs, as well as review requests for Day Treatment Program extensions, to ensure that youth's educational needs are being met in sustainable, community-based settings whenever possible. The purpose of the Day Treatment Authorization Process is to document expected educational outcomes and ensure quality collaboration between families, schools, community agencies and day treatment providers.

II. PROCEDURE

A. Enrollment.

1. When youth are attending Day Treatment Programs that are in the Wraparound Provider Network at enrollment, the Care Coordinator will be notified of this on assignment. There will be an administrative approval entered authorizing Day Treatment for 30 days. This authorization will appear on the youth's prior authorization screen in Synthesis.
2. Youth who are attending Day Treatment Programs that are not in the Wraparound Provider Network are not enrolled until they are discharged from the out of network Day Treatment Program.

B. Placements Initiated by the Child & Family Team.

1. When it is determined that a youth's educational needs may not be able to be met in a traditional educational setting due to mental health needs, the Special Education Advocacy (SEA) Group, at (414) 257-6799, is to be consulted for school placement options.
2. If the recommendation is for Day Treatment services to be purchased through the Wraparound Integrated Provider Network or Delinquency and Court Services Division, a Child & Family Team meeting must occur. Only Day Treatment programs in the Provider Network may be utilized. The Child & Family Team must once again meet and review all Strengths, Needs, Strategies and resource options to determine appropriate actions to be taken by Team members, and update the Plan of Care (POC) to reflect this.
3. The POC must be approved by the Supervisor or Lead, as usual.
4. The Care Coordinator must submit the POC SIGNATURE SHEET (see Policy #28 - Plan of Care) for final Day Treatment POC approval from Wraparound Milwaukee, checking the "Submit for Prior Auth Review – Day Treatment" box. This will cue Wraparound staff that the POC contains a request for

Day Treatment, and the POC and a Cover Sheet will be forwarded to the appropriate Wraparound Manager for review. A copy of the youth's most recent Individualized Education Plan (IEP) from the youth's current school district **MUST** accompany the initial request.

5. A Wraparound Coach Consultant will review the form for authorization. More information or documentation may be requested prior to authorization being considered.
6. A decision to approve or deny the request will be made within 4 days of receipt of a **COMPLETE** request. Care Coordinators will be notified as to whether or not the request has been approved via a login message in Synthesis.
7. **If approved**, the Care Coordinator should determine which programs have openings appropriate to the youth's needs. The Care Coordinator should then arrange for a youth and family tour of these facilities to assist the family in choosing a Day Treatment Program.
8. If the Team is considering a Delinquency and Court Services Division Day Treatment Program, the Care Coordinator must contact the Educational Liaison at (414) 257-6799 for a discussion about the youth's educational needs. If a consensus is reached, the Human Service Worker will make a referral to the Delinquency and Court Services Division Day Treatment Coordinator. Delinquency and Court Services Division Day Treatment may be court ordered, but the prior authorization process still needs to be followed and a prior authorization must still be submitted.
9. **If sent back**, alternative recommendations will be provided to the Care Coordinator to consider with the Child & Family Team.

C. Renewals (re-authorizations).

1. If the Day Treatment placement is expected to continue beyond the date of the current authorization, the Care Coordinator must discuss the continued placement with the SEA Group **PRIOR** to the next Child & Family Team meeting or invite the Educational Advocate to attend the Child & Family Team meeting. A new POC **must be submitted 14 days prior to the expiration date of the current Authorization**. Supervisors should monitor that the re-authorization requests are completed and submitted **no later than the 15th day of each month**.
2. The Care Coordinator must facilitate a POC meeting **at least 20 working days prior to the Authorization expiration date** to review the progress achieved to date by interventions by the Day Treatment Provider, as well as what has been successful, and support these resources. After this review by the Child & Family Team, the POC must be revised to meet the youth's and family's continuing needs.
3. The POC should be submitted as noted above.
4. In addition to all paperwork submitted under section B. above, a DAY TREATMENT PROGRESS REPORT is required from the Day Treatment Program and **MUST** be entered into Synthesis on a monthly basis. This is located in the individual's client tab under "Forms" (see Attachment 2).

D. Reviews.

Day Treatment reviews will be conducted at each Agency with the SEA Group Program Manager throughout the year. Care Coordinators should be prepared to discuss all youth being considered for Day Treatment, as well as the progress of the youth currently receiving Day Treatment services.

Note: If a youth does not attend a Day Treatment program for longer than 3 days, or stops attending Day Treatment permanently, please notify the SEA Group at (414) 257-6799 and Wraparound Program Manager who approves the authorization.

Attachments

1: Day Treatment Progress Report

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	7/8/2020
	Brian McBride: ExDir2 – Program Administrator	7/6/2020
	Dana James: Consultant	7/2/2020
	Erin Miller: QA Coordinator	7/2/2020

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