

Date: December 19, 2019
CYF Memo: #16 - 19/20
To: CYF Mental Health Day Services Providers
From: Yael Koenig, CYF Deputy Director
Re: **Prior Authorization Day Services Request (DSR) Process – Effective 1-1-2020**
Replaces Intensive Services Request (ISR) Process

On May 31, 2019, the Department of Health Care Services (DHCS) issued Information Notice 19-026 outlining specific mental health services requiring prior authorization. Day Treatment and Day Rehabilitation are identified as services requiring prior authorization.

The County of San Diego Behavioral Health Services (BHS) worked in partnership with Optum Health to create a streamlined process for prior authorization of Day Services, while also meeting Day Service requirements for Ancillary Services and the STRTP Clinical Review Report. The newly established “Prior Authorization Day Services Request (DSR)” form meets the required elements outlined by the State.

As of January 1, 2020, the attached “Prior Authorization Day Services Request (DSR)” form shall be submitted to Optum to obtain authorization prior to the provision of Day Services. The DSR shall be submitted to Optum at least 5 business days prior to the expiration of the previous authorization, which is 90 days from authorization for STRTP and STEPS, and 180 days for San Pasqual Academy (SPA). The DSR shall be completed for all new clients as of January 1, 2020, and prior to expiration of the current Intensive Service Request (ISR) for previously opened clients.

The new “Prior Authorization Day Services Request (DSR)” form replaces the “Intensive Services Request (ISR)” form and contains the following elements:

Day Services Request

- Client Information
- Day Program Information
- Scope, Amount, and Duration of the Request
- Medical Necessity Criteria for Day Services

Ancillary Services Request (Internal)

The Ancillary Request section is to be completed by STRTPs and SPA for all clients who will be receiving a combination of Day Services and Outpatient Services from the same provider/program. The requests shall include:

- Outpatient Subunit number
- Amount of Specialty Mental Health Services (SMHS) requested per day
- At least one reason Outpatient Services are Medically Necessary in addition to Day Services

Clinical Review Report (STRTP)

The STRTP Clinical Review Report is completed for continuing requests by STRTPs to fulfill requirements of the Interim Mental Health Program Approval for STRTPs; Section 13 titled “Clinical Review Report and Transition Determination”. This section shall be left blank by SPA and STEPS, as well as on STRTP initial Day Services Requests. Clinical Review Reports shall include:

- Type and frequency of both Day Services and Outpatient Services provided during the past 90 days
- Impact of services toward Client Plan goals, including progress toward transitioning to a lower level of care
- Date of the most recent CFT meeting or Treatment Team meeting including the Head of Service or Licensed Mental Health Professional where the Clinical Review Recommendation was discussed
- Clinical Review Recommendation

The Clinical Review Report section meets a DHCS requirement for STRTPs and will be reviewed for completion by Optum and follow up will occur through the County Continuum of Care Reform (CCR) team when indicated.

The new “Prior Authorization Day Services (DSR)” form process is the following:

- CYF Day Services Provider submits the “Prior Authorization Day Services Request” form to Optum via FAX (866) 220-4495
- Optum reviews and provides authorization determination within 5 business days of receipt
- Authorization shall be viewable in the CCBH Clinician Home Page Authorizations Tab
- Optum shall issue an NOABD to the provider and Medi-Cal beneficiary if the Day Services request is denied, modified, reduced, terminated, or suspended

A stand-alone “Ancillary Specialty Mental Health Services Request” (external) form shall be submitted for clients who are receiving SMHS from another provider/program. The request is completed by the Specialty Mental Health Provider (SMHP) and submitted to Optum by the Day Service provider. An updated “Ancillary SMHS Request” form will be utilized effective 1-1-20.

Please review the attached “Prior Authorization Day Services Request” explanation form which includes detailed instructions on how to complete the form. Please contact your COR if you have any questions.

Attachments: Prior Authorization Day Services Request (DSR) Form Dated 1-1-20
Prior Authorization Day Services Request Form Explanation Sheet
Ancillary Specialty Mental Health Services Request Form Dated 1-1-20
Ancillary Specialty Mental Health Services Request Form Explanation Sheet

References:

- DHCS MHSUDS Information Notice No.: 19-026 Dated May 31, 2019; [Authorization of Specialty Mental Health Services](#)
- DHCS MHSUDS Information Notice No.: 17-016 Dated May 5, 2017; [Statewide Criteria for Interim Mental Health Program Approval for STRTP](#) and [Enclosure 1 – Interim Mental Health Program Approval for STRTPs](#)
- DMH INFORMATION NOTICE NO.: 02-06 Dated 10/1/02: [Changes in Medi-Cal Requirements for Day Treatment Intensive and Day Rehabilitation](#)
- DMH LETTER NO.: 02-01 Dated 4/16/2002: [Clarification Regarding Medi-Cal Reimbursement for Day Treatment for Children and Youth in Group Home Programs](#)

CC: Optum Public Sector San Diego
County of San Diego BHS Quality Management

Note: CYF Memo #04 – 16/17 Intensive Service Request (ISR) is retired effective 1/1/2020 and replaced by CYF Memo #16 – 19/20 Prior Authorization Day Services Request (DSR) Process