

Behavioral Health Services (BHS) – Contractor Information Notice

To:	BHS Short-Term Residential Therapeutic Program (STRTP) Contracted Service Providers
From:	BHS Children Youth and Families (CYF)
Date:	November 20, 2020
Title	STRTP Forms – Revised Forms Effective November 2020 Replaces CYF Memo #07 – 19/20 “STRTP Forms – Effective July 2019”

In July 2019, BHS CYF created documentation templates to help STRTP providers meet Department of Health Care Services (DHCS) Interim Mental Health Program Approval Protocol requirements. In November 2020, BHS CYF reviewed and updated these templates in accordance with the release of DHCS Interim STRTP Regulations (Version 2). This Notice provides a summary of the individually released mandated forms which include:

- **Admission Statement** - Per DHCS requirements, all clients in an STRTP must have an Admission Statement completed and signed by the Head of Service within 5 calendar days of arrival at the STRTP. *Released June 24, 2019.*
- **Admission Statement Explanation Form** – Provides instructions on how to complete the Admission Statement. *Released June 24, 2019.*
- **Medication Progress Note Templates** – The medication progress note templates for Service Codes 24-28 were updated to meet DHCS requirements for STRTPs. A progress note template titled “STRTP Meds Not Prescribed” for Service Code 11 was developed to document a “Medication Evaluation Progress Note – Service” when a medication evaluation occurs for a child that is not prescribed medication. *Released June 24, 2019.*
- **Behavioral Health Assessment (BHA)** – The BHA was updated to include help text assisting STRTPs to meet all DHCS requirements. *Released June 24, 2019.*
- **Client Plan** – The Client Plan form fill version was updated to include text assisting STRTPs to meet all DHCS requirements. *Released June 10, 2019, updated November 20, 2020.*
- **STRTP Utilization Management (UM) Request (STRTP Outpatient Only)** – The STRTP UM Request was developed for STRTP providers to have a Utilization Management form specific to the STRTP level of care. The STRTP UM request includes a section to document the STRTP Interim Version 2 requirements for the “Clinical Review, Collaboration, and Transition Determination Report”. STRTP UM Requests need to be completed every 90 calendar days for each child residing in a STRTP. STRTP UM Requests are reviewed by the BHS CCR team. *Released November 20, 2020 (replaces the Interim Intensive Service Request (Outpatient)).*
- **STRTP UM Request Explanation Form (STRTP Outpatient Only)** – Provides instructions on how to complete the STRTP UM Request. *Released November 20, 2020.*
- **Prior Authorization for Day Services Request (DSR) (STRTP Day Services Providers Only)** – The Prior Authorization for Day Services Request (DSR) is utilized to request authorization prior to the provision of Day Services, in accordance with DHCS Information Notice 19-026 which outlines specific mental health services requiring prior authorization. The DSR includes a section to document the STRTP Interim Version 2 requirements for the “Clinical Review, Collaboration, and Transition Determination Report.” The DSR is submitted to Optum at least 5 days prior to the provision of Day Services, and within 5 calendar days from the expiration of the previous authorization, which is every 90 calendar days for STRTP. *Released December 19, 2019, updated November 20, 2020.*
- **Prior Authorization for Day Services Request (DSR) Explanation Form (STRTP Day Services Providers Only)** – Provides instructions on how to complete the DSR. *Released December 19, 2019, updated November 20, 2020.*
- **Transition Determination Plan** – The Transition Determination Plan was updated to include revised timelines for completion, additional information for living placement upon discharge, additional medical information and the date the school and placing agency are notified of transition from the STRTP. The Transition Determination Plan is completed for each client in the STRTP within 5 calendar days prior to discharge from the STRTP (done prior to

For More Information:

- Contact your Contracting Officer’s Representative (COR) or
- Seth Williams, BHS Program Manager, Seth.Williams@sdcounty.ca.gov , 619-584-3042

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aftercare, when applicable). A copy of the Transition Determination Plan is offered to the client, parent/caregiver or guardian, and placing agency representative. Signatures from the client and parent/caregiver/guardian are documented on the hard copy signature page. *Released June 24, 2019, updated November 20, 2020.*

- **Transition Determination Plan Explanation Form** – Provides instructions on how to complete the Transition Determination Plan. *Released June 24, 2019, updated November 20, 2020.*
- **STRTP Discharge Summary** – The STRTP Discharge Summary is completed for each client in the STRTP within 7 calendar days after discharge from the STRTP and is a companion to the Transition Determination Plan. The STRTP Discharge Summary has a tab pre-populated with the Transition Determination Plan, which can be updated as needed upon completion of the STRTP Discharge Summary. For youth who transition to STRTP aftercare, the STRTP Discharge Summary is completed upon conclusion of aftercare. *Released July 12, 2019.*
- **STRTP Discharge Summary Explanation Form** – Provides instructions on how to complete the STRTP Discharge Summary. *Released July 12, 2019.*

Attachments

- Admission Statement – *released June 24, 2019*
- Admission Statement Explanation Form – *released June 24, 2019*
- Medication Progress Note Templates – *released June 24, 2019*
- Behavioral Health Assessment – *released June 24, 2019*
- Client Plan – *updated November 20, 2020*
- STRTP Utilization Management Request – *released November 20, 2020*
- STRTP Utilization Management Request Explanation Form – *released November 20, 2020*
- Prior Authorization for Day Services Request – *updated November 20, 2020*
- Prior Authorization for Day Services Request Explanation Form – *updated November 20, 2020*
- Transition Determination Plan – *updated November 20, 2020*
- Transition Determination Plan Explanation Form – *updated November 20, 2020*
- STRTP Discharge Summary – *released July 12, 2019*
- STRTP Discharge Summary Explanation Form – *released July 12, 2019*

References

- DHCS MHSUDS Information Notice No.: 20-005 Dated February 28, 2020: [Statewide Criteria for Mental Health Program Approval for Short-Term Residential Therapeutic Programs](#) and [Enclosure 1 – Interim STRTP Regulations \(Version 2\)](#)
- DHCS MHSUDS Information Notice No.: 17-016 Dated May 5, 2017; [Statewide Criteria for Interim Mental Health Program Approval for STRTP and Enclosure 2 – Draft Interim STRTP Regulations](#)

cc: Optum Public San Diego

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