

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

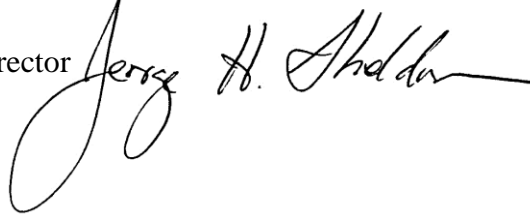
**POLICY GUIDE 2017.06**

**AUTHORIZING COURT-ORDERED BEHAVIORAL HEALTH SERVICES FOR  
PARENTS ENROLLED IN A MEDICAID MANAGED CARE PLAN**

**RELEASE DATE:** May 16, 2017

**TO:** DCFS/POS Child Welfare Workers, Supervisors and Managers, and all  
Rules and Procedures Bookholders

**FROM:** George Sheldon, Director



**EFFECTIVE:** Immediately

**I. PURPOSE**

The purpose of this policy guide is to issue instructions to Permanency Workers and Supervisors regarding the process for ensuring prior authorization of court-ordered Medicaid behavioral health services for the parents of children in DCFS custody or guardianship, when the parents are enrolled in a Medicaid managed care plan.

**II. PRIMARY USERS**

Primary users of this policy guide are Permanency Workers and Supervisors.

**III. BACKGROUND**

In order to ensure that parents of children for whom the Department has custody or guardianship have access to court-ordered Medicaid mental health and substance abuse (behavioral health) services, the Department is partnering with Crisis and Referral Entry System (CARES) and the Illinois Department of Healthcare and Family Services (HFS) to implement a prior authorization process for parents enrolled in a Medicaid managed care plan. This prior authorization process will result in parents being able to access behavioral health services without denial from the managed care plan with which they are enrolled.

The prior authorization process described in the Policy Guide is effective immediately.



#### IV. INSTRUCTIONS TO PERMANENCY WORKERS

When a juvenile court orders behavioral health services for a parent, the child's Permanency Worker must determine:

1. if the parent is enrolled in a Medicaid managed care plan; and
2. if the service is covered under Medicaid.

Both requirements must be met for the parent to be eligible for the prior authorization process described in this Policy Guide.

**NOTE:** If the parent is not enrolled in a Medicaid managed care plan OR if the service is not covered by Medicaid, the prior authorization process described in this Policy Guide does not apply. Instead, the Permanency Worker shall use existing Departmental processes to assist the parent in accessing the court ordered services.

**Obtain Court Order.** The Permanency Worker must obtain a written court order for behavioral health services for the parent.

**Determine If Parent is Enrolled in a Medicaid Managed Care Plan.** Permanency Worker must then determine whether the parent is enrolled in a Medicaid managed care plan by asking the parent for his/her medical card, managed care enrollment card or by accessing the parent's Recipient Identification Number (RIN) through the Illinois Public Aid Computer Information System (PACIS), or effective January 1, 2016, the new Integrated Eligibility System (IES).

**Determine If Ordered Behavioral Health Service is Covered by Medicaid.** If the parent is enrolled in a Medicaid managed care plan, the Permanency Worker must determine if the behavioral health service ordered by the court is covered by Medicaid. The following services are covered by this Policy Guide for prior authorization under Medicaid:

##### Mental Health Services

- Crisis Intervention
- Mental Health Assessment
- Treatment Plan Development, Review & Modification
- Psychotropic Medication Administration
- Psychotropic Medication Training
- Psychotropic Medication Monitoring
- Therapy/Counseling
- Community Support
- Community Support - Residential
- Community Support – Team
- Assertive Community Treatment

- Psychosocial Rehabilitation Services
- Mental Health Intensive Outpatient
- Mental Health Case Management
- Client-Centered Consultation
- Transition Linkage and Aftercare
- LOCUS Assessment

Substance Abuse Services

- Admission and Discharge Assessment
- Psychiatric/Diagnostic Evaluation
- Medication Monitoring
- Individual Counseling/Therapy (ASAM Level I)
- Group Counseling/Therapy (ASAM Level I)
- Intensive Outpatient – Substance Abuse (ASAM Level II)
- Adolescent Residential Rehabilitation (ASAM Level III.5)
- Day Treatment (ASAM Level III.5)
- Medically Monitored Detoxification (ASAM Level III.7D)

**Contact CARES and Fax Court Order.** If the parent is enrolled in a Medicaid managed care plan and the service is covered by Medicaid, the Permanency Worker shall call the **CARES Administrative Non-Emergency Line (708-449-4901)** to request that CARES staff complete and process a prior authorization form.

The Permanency Worker must inform the CARES staff that services have been court ordered for the parent, provide CARES with the parent’s RIN and fax the court order to CARES (**fax: 708-456-9409**) for processing of the prior authorization.

The Permanency Worker shall provide any additional information requested by CARES to complete the prior authorization form and request that a copy of the completed form be faxed to the Permanency Worker as soon as the form has been completed and the court-ordered service authorized.

CARES staff shall complete the prior authorization form, and send the completed form and court order to the parent’s managed care plan.

CARES staff shall also fax the completed prior authorization form to the Permanency Worker. The Permanency Worker shall place the completed prior authorization form in the child’s record.

## V. QUESTIONS

Questions about the prior authorization process may be directed to the Office of Medicaid Behavioral Health (**phone:** 309-828-0022 or **email:** [Juliana.Harms@illinois.gov](mailto:Juliana.Harms@illinois.gov)).

Questions regarding this Policy Guide may also be directed to the Office of Child and Family Policy at **217-524-1983** or via Outlook at OCFP – Mailbox. Non Outlook users may e-mail questions to [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us).

## VI. FILING INSTRUCTIONS

File this Policy Guide immediately following **Procedures 359.52, Payments for Counseling and Psychological Assessments.**