



## Policy and Procedures

<b><u>Department Name Utilization Management</u></b>			
	<b><u>SUBJECT: Multi-Disciplinary Team requirements</u></b>	<b><u>POLICY NUMBER:</u></b> UM-011	
<b><u>APPROVAL:</u></b>	<b><u>EFFECTIVE DATE:</u></b> 10-18-07	<b><u>REPLACES (policy # and date):</u></b> New policy	

- I. **PURPOSE:** The Multi-Disciplinary Team is the group that acts as gatekeeper for specialized therapeutic placements for children with mental health needs. The Children’s Network of Southwest Florida has a contract with the Community Based Care Limited Partnership LTD to provide coordination and to act as liaison in obtaining authorization for therapeutic services from Magellan.
  
- II. **REVIEW HISTORY:** Not applicable as this is a new policy.
  
- III. **CONTACT:** Utilization Management Director.
  
- IV. **PERSONS AFFECTED:** This policy affects the children within the system of care who have mental health needs. It also affects the staff of case management organizations and staff working with mental health providers delivering services to the children.
  
- V. **POLICY:** The Multi Disciplinary Team will be the body that recommends levels of care and mental health intervention for children with mental health needs who are in the child welfare system and approves waivers for specialized therapeutic foster parents.
  
- VI. **RATIONALE:** The Multi Disciplinary Team is a group of professionals who each have information about the child’s needs and can make the most informed decisions about the level of care needed.
  
- VII. **CROSS REFERENCES:** Policies developed by the Community-Based Care Partnership, LTD, CBC Seminole in the following areas: Comprehensive Behavior Health Assessment Providers, Authorization of Specialized Therapeutic Group Care Services, Authorization of

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Therapeutic Foster Care Services, Specialized Therapeutic Foster Home Waiver.

**VIII. DEFINITIONS:**

- A. Agency for Health Care Administration (AHCA) – the state agency that administers the Medicaid program
- B. Community-Based Care Partnership, LTD – A group made up of the lead agencies in Florida that participate in the Florida Child Welfare Prepaid Mental Health Program.
- C. Department of Children and Families (DCF) – The state agency that administers child welfare.
- D. Comprehensive Behavioral Health Assessment (CBHA) – an assessment that is completed for each child entering out of home care in accordance with the Medicaid community mental health handbook.
- E. Magellan Behavioral Health Florida, Inc. – A managed care behavioral health organization which authorizes payment for services under the Florida Medicaid Program
- F. Multi-Disciplinary Team (MDT) – a team that assesses the mental health and treatment of the child. It is a forum for the review of cases for specialized therapeutic foster care and specialized therapeutic group care and other provider-requested services.
- G. Point of Contact – a person designated as the central point of contact for assisting child welfare personnel in the referral for comprehensive behavioral health assessments, therapeutic or residential placements, and consultation on other behavioral health services.
- H. Specialized Therapeutic Foster Care – an intensive treatment service provided to children with emotional disturbances who reside in a state-licensed foster home in accordance with the Medicaid community mental health handbook.
- I. Substance Abuse and Mental Health (SAMH) – the program office within the Department of Children and Families which administers funding for mental health and substance abuse services and programs.

**IX. PROCEDURES:**

- A. Composition of the multi-disciplinary team
  - 1. Point of contact and point of contact backup
  - 2. Child's Child Welfare Case Manager
  - 3. Child's therapeutic providers
  - 4. AHCA and SAMH when waivers are required

Other individuals who have information about the child's needs may be included as needed to contribute information to make the best decisions for the child in question.

- B. Duties of the team members

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- (1)** The point of contact and backup are responsible to set the meeting schedule, notify team members and assure that all team members have necessary information. The point of contact will review the packet of information for completeness and may return it to the referring child welfare case manager if the packet does not meet medical necessity for the child or is missing needed information.
- (2)** The point of contact backup will keep records of the meetings including a log of all children whose cases have been reviewed and minutes from each meeting. This staff member will maintain a calendar and set up necessary staffing updates.
- (3)** In the event a meeting needs to be cancelled and/or rescheduled, the Point of Contact or backup will notify the team members and participants by email.
- (4)** When a child is approved by The Partnership for specialized therapeutic foster care or specialized therapeutic group care, the lead agency's Placement Specialist will work with providers to locate a suitable placement for the child.
- (5)** The child welfare case manager is responsible to produce the packet of information for the staffing, attend the staffing and contribute information needed to determine the child's placement. Once the child is approved for specialized therapeutic foster care or specialized therapeutic group care and placed, the case manager will input changes into JOS and will notify Rev Max so that ICWSIS can be updated and the Child in Care worker for DCF can be notified of the change in status. If a Targeted Case Manager is also assigned to the child at the time of the request for placement the TCM may assist the child welfare case manager in gathering documents and presentation at the MDT.
- (6)** Representatives from AHCA and SAMH are required members of the multi-disciplinary team when placement requires the signing of an Appendix or capacity waiver. In the event that circumstances prevent the attendance of one or both of these agencies at the MDT, their signatures may be obtained after their agency representative reviews the placement packet. If the team recommends a waiver, the point of contact or backup will distribute the information to the rev max unit at the lead agency.
- (7)** Child welfare case managers and/or the provider will be notified by the point of contact or backup when a denial or denial of continued authorization is received from The Partnership. Notification of movement to a less restrictive or more restrictive level of care will be provided to the child welfare case manager who shall notify parties to the dependency case.

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- (8) Appeals may be requested by the point of contact or the provider.