

Policy and Procedures



Title	Comprehensive Behavioral health Assessments*			
Program	Permanency and Operations			
Status		Policy Number	FSMO0702	
Origin Date		Revision Date	1/01/06	Revision Number

Policy Summary	To establish procedures and guidelines for all children entering out-of-home care, ages 0-17 who are Medicaid eligible to receive a comprehensive behavioral health assessment. Facilitate communication between Family Services of Metro Orlando and identify the responsibilities of the case management organization as well as the child placing agency.
Scope	This policy is applicable to Orange and Osceola County case management staff responsible for children under foster care supervision
Reference(s)	CFOP 155-10

Process:

1. Referrals are required to be submitted to FSMO within 72 hours of a child’s removal. Each referral will be checked immediately for Medicaid status. If the children are not on enrolled in Medicaid, the referral will be held for approximately 2 months- checking for eligibility every 2 weeks. If the family has not applied within that time frame, the initial request will be returned to the FCM. Once the family has applied, the PI/CMO can resubmit paperwork for the CBHA.
2. The provider agency Point of Contact will make The FSMO Point of Contact aware of how many referrals the agency can currently accept. This email will be accepted anytime between COB Friday and COB the following Monday. Current FSMO Point of Contact is Ann Maruszewski (Amaruszewski@fsmetroorlando.org)
3. The FSMO Point of Contact will be responsible for referral of CBHA’s to the provider agencies on a rotational basis; the rotation will be even among providers.
4. The FSMO Point of Contact will send referrals to the agencies daily, as they are submitted, via email. All emails will be password protected. The FSMO Point of Contact will track the accepted referrals by agency, track the agency’s weekly number of requests, and ensure the documents are returned on time.
5. Once the agency provider has accepted the referral, the provider has 21 days to complete the document and return to the FSMO Point of Contact. FSMO will state the expected date of return in writing on the coversheet of the referral.
6. FSMO will only accept the CBHA if it contains the categories listed in Table 1. If the format is not followed, FSMO will return the document for corrections and that assessor will be taken off the priority listing until documented training occurs.
7. Prior to submission to FSMO, the agency Point of Contact is required to have a system to review the CBHAs. CBHAs should be reviewed for punctuation/grammar as well as the areas

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listed in Table 2. FSMO's signed review agreement must be signed and submitted with each CBHA to document review. A CBHA will not be accepted without the review agreement attached.

8. Upon completion of review, the agency will email the CBHA to the FSMO Point of contact.
9. FSMO has 3 days to review the document and send to the Case Management Organization.
10. Additionally, the FSMO Point of Contact will record the recommendations in the CAU/UM database.
11. The UM department will review the child and the CBHA recommendations in 30 to 60 days to determine if the recommendations have been authorized.
12. The UM department will review the authorized recommendations in 90 -120 days to determine if the child is receiving treatment.
13. FSMO will provide quarterly feedback to the provider agency regarding timeliness, quality and appropriateness of referrals.
14. FSMO will use the information from Table 3 to make the referrals. FSMO will only use licensed providers.
15. Updated and repeated referrals will only be accepted for the purpose of meeting adoption subsidy requirements.
16. A Multi-Disciplinary Team Staffing can not be scheduled until a Comprehensive Behavioral Health Assessment has been completed.

Amendments:

1. Under the new CW PMHP, **NO** amendments can be requested.
2. It is the **SOLE** responsibility of the Assessment Agency Supervisor to ensure the CBHA has met all requirements.
3. If a FCM has any complaints/concerns about an assessment, FSMO will be directing the calls back to the Assessment Agency.
4. Supervisors: Please be aware that the Review Agreement is a legal binding contract stating you are taking ownership of the quality and accuracy of the assessment.

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Provider Certification/Recertification:

1. The provider organization and individual assessors who need to be certified and recertified would send their packets to the CBC point of contact.
2. He/she would review and sign off on Appendix C and forward it to the SAMH District Office.
3. The SAMH Children's Specialist would review and sign off on Appendix C and forward the packet to the AHCA Area Office.
4. The AHCA staff representative would review and sign off on Appendix C and forward the packet to ACS.
5. If this is a new certification, the provider would include in the packet a Florida Medicaid Provider Enrollment Application as all of the providers and individual assessors may have to bill fee-for-service if the child is not enrolled in the CW PMHP.

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Table 1:

- ❖ Mental Health Assessment or Psychiatric Evaluation
- ❖ Individual Counseling
- ❖ Certified Behavior Analyst or Mentor
- ❖ Medication Management
- ❖ Speech, Occupational, or Physical Therapy
- ❖ Tutoring
- ❖ Psychoeducational Evaluation
- ❖ Medical, Dental, or Optical Examination
- ❖ Developmental Evaluation
- ❖ Family Counseling
- ❖ Community Activities
- ❖ MDT

It is very important that the assessors provide realistic recommendations that family case manager can follow through with. Recommending unrealistic expectations will hold our FCM in contempt of court and this is not appropriate.

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Table 2:

- ❖ Failure to Password Protect
- ❖ Misspelling clients name/using incorrect name
- ❖ Using wrong gender
- ❖ Wrong Identifying Info
- ❖ Being Late in submitting the Comprehensive Behavioral Health Assessment
- ❖ Revealing HIV/AIDS information (should be reflected as life threatening illness)
- ❖ Revealing Sexually Transmitted disease
- ❖ Recommending TPR
- ❖ Using Personal Opinion eg. Religion

Table 3:

FSMO Preferred List of CBHA Assessors*

CBHA Assessor Last Name	CBHA Assessor First Name	Provider Name
Riley	Amy	Devereux/ Point of Contact
Lane	Susan	Devereux
Battaglia	Rhonda	Devereux
Knott	Leeann	Devereux
Nute	Gregg	Devereux
Garten	Emily	Devereux
Allen	Amy	First Step/ Point of Contact
Anderson	Paula	First Step Adolescent Services, Inc
Stauffer	Diane (2 nd)	First Step Adolescent Services, Inc.
Sanderson	Ruth (Brevard)	First Step Adolescent Services, Inc.

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Withers	Jackie	First Step Adolescent Services, Inc
Phillips	Wende	First Step Adolescent Services, Inc
Schultz	Karen (2 nd)	First Step Adolescent Services, Inc.
Dawson	Cynthia (2 nd)	First Step Adolescent Services, Inc.
Daily	Kathleen	First Step Adolescent Services, Inc
Lapieere	Nirali	First Step Adolescent Services, Inc
Reeves	Hazel (2 nd)	First Step Adolescent Services, Inc.
Parlapiano	David	G& B Town/ Point of contact.
Zagers	Gillian	Girls and Boys Town
Mattingly	Terry	Girls and Boys Town
Griffin	Meredith (2 nd)	Girls and Boys Town, Inc.
Stein	Melanie	Girls and Boys Town, Inc
Love	Katherine	Girls and Boys Town, Inc.
Taylor	Robert	Girls and Boys Town, Inc.
Contner	Elisha	Girls and Boystown
Logan	Margot (2 nd)	Girls and Boys Town
<u>Hale</u>	<u>Marie</u>	<u>HSA/ Point of Contact</u>
Burgnon	Kimberly(2 nd)	Human Service Associates, Inc.
Hungerford	Corrie (2 nd)	Human Service Associates, Inc.
Boykin	April	Human Services associates
Montero	Luz	Human Services Associates
Frankenberry	Steven	Human Services Associates, Inc.
Erlacher	Katherine	Human Service Associates, Inc.
Riley	Juanita	Human Services Associates, Inc.
Vchulek	Diane	Human Services Associates, Inc.
Wise	Claudia	Human Services Associates, Inc.
<u>Pyle</u>	<u>Carola</u>	<u>LA/Point of contact</u>
Allredge	Wendy	Lakeside Alternatives, Inc.
Pyle	Carola	Lakeside Alternatives, Inc.
Luick	Mary	Lakeside Alternatives, Inc.
<u>LittleJohn</u>	<u>Brad</u>	<u>Kids Peace/ Point of Contact</u>
Creel	Sherri	Kids Peace
Forrester-Walker	Karen	Kids Peace
Beller	Jim	Kids Peace

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Harris	Christine	Kids Peace
McGown	Curtis	Kids Peace
Myers	Denise	Kids Peace
Sager	Pam	Kids Peace
Kurz	Brian	Intervention Services/ Point of Contact
Ziegler-Urtz	Susan	Intervention Services
Tingley- Winner	Michelle	Intervention Services
Johnson	Ashlea	Intervention Services
Horton- Tognazzini	Laurel	Intervention Services

*Notify the FSMO Point of Contact if the information presented is incorrect.

**The assessors with a line through their name are not licensed at this time.