

## **Family Based Review Process Effective 04/15/05**

### **1. Access to Service**

- ❖ Prescription letter from psychologist/psychiatrist recommending services.
- ❖ Pre-Certification form completed by referral source then faxed by the provider to VBH-PA.

At this point, documentation is reviewed by the care manager and services are either authorized, a call placed to the provider for additional information, and/or request goes to the PA Review process.

### **2. Six Week Phone Review**

- ❖ Continued Length of Stay Template was developed to be utilized by the Care Manager for specific questions to be asked during telephonic review to determine medical necessity criteria.
- ❖ Evaluation, Treatment Plan, Crisis/Safety Plan, as well as Discharge Plan are to be sent/faxed to VBH-PA. (Prior to the review taking place.)

### **3. 16 Week Phone Review**

- ❖ 16 Week Length of Stay Template was developed to be utilized by the care Manager to obtain specific information regarding measurable progress on goals/objectives.
- ❖ Review Discharge Planning

### **4. 28 Week Phone Review**

- ❖ 28 Week Length of Stay Template was developed to be utilized by the Care Manager for more specific information on goals met and movement towards discharge.
- ❖ If an extension past 32 weeks, a comprehensive evaluation needs to be completed and exact units/time needs identified.
- ❖ Reviews beyond the 32 weeks will be on a case by case basis.

**Contact At VBH-PA:** Cindy Steele – 877-615-8503 –ext 6530  
Family Based Only Fax number: 724-744-6522

**All forms are available on our website**

**Directions to VBH-PA Website:**

1. [www.valueoptions.com](http://www.valueoptions.com)
2. Once on Value Options site-click on tab: “For Providers”
3. Then click on “Regional Focus”
4. Select the link for “Value Behavioral Health of PA, Inc.”
5. Scroll down to “ Clinical/Utilization Management”
6. The New Family Based Forms plus time line instructions will be listed.