

In-Home Family Based Review Process – 01/01/11

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. 8 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. 24 Week Phone Review

- ❖ 24 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.