TO: RBHA and TRBHA CEOs and Medical Management Directors

FROM: Cory Nelson
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Branch Chief of Compliance

SUBJECT: POLICY CLARIFICATION: Out-of-State Placements for Children and Young Adults

DATE: February 26, 2013

This memorandum is intended to clarify the responsibilities of Tribal and Regional Behavioral Health Authorities (T/RBHAs) and T/RBHA providers in meeting the Arizona Department of Health Services/Division of Behavioral Health Services’ (ADHS/DBHS) expectations regarding requirements in the following ADHS/DBHS policy:

- Provider Manual Section 3.22 Out-of-State Placements for Children and Young Adults

Currently, PM Section 3.22, Out-of-State Placement for Children and Young Adults, contains the following language regarding the scope of this policy:

All persons under the age of 21 being considered for, or currently placed in, out-of-state placement.

To further clarify this scope, it is meant to be applied to all persons under the age of 21 being considered for, admitted to, or placed in an out-of-state placement at any level of care. The policy goes on to say:

T/RBHAs are required to notify ADHS/DBHS Office of Utilization Management prior to a referral for out-of-state placement and upon discovering that a T/RBHA enrollee is in an out-of-state placement, using PM Form 3.22.1, Out-of-State Placement, Initial Notice.

This requires that the T/RBHA submit PM Form 3.22.1 to the Office of Medical Management once they have become aware of any unplanned and unexpected admissions to out-of-state facilities for this population. Proper notification of these unplanned and unexpected admissions allows for appropriate oversight and monitoring of these services to ensure that the out-of-state placement: serves the individual needs of the recipient; are determined to be more appropriate and beneficial than available in-state
services; facilitates family member involvement; and promotes the recipient’s timely return to a community living environment.

Questions regarding this clarification may be directed to the ADHS/DBHS Office of Medical Management at (602) 364-4863.