TO: RBHA and TRBHA CEOs

FROM: Cory Nelson
Deputy Director

Margaret McLaughlin
Branch Chief of Compliance

SUBJECT: POLICY CLARIFICATION: Changes to the Out of State Placement Reporting Requirements

DATE: November 21, 2014

This memorandum is intended to clarify the responsibilities of Tribal and Regional Behavioral Health Authorities (T/RBHAs) and T/RBHA providers in meeting the expectations of the Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) regarding the reporting requirements for Out of State Placements for children and young adults as described in ADHS/DBHS Policy and Procedures, Policy 408, Out of State Placements.

T/RBHAs and their subcontracted providers will still be expected to report all Initial notifications prior to placing a referral out of state. Beginning November 21, 2014, T/RBHAs are expected to provide Updates every thirty (30) days (calendar days) after the initial or emergency request is submitted. This requires a change in the frequency of submission of Update reports from ninety (90) to 30 days. Additionally, T/RBHAs must submit notification to DBHS within forty-eight (48) hours of the T/RBHA being notified when an Out of State placement is discontinued.

Beginning November 21, 2014 for all new/initial Out of State placements and to file the Update and discharge reports, T/RBHAs must use the revised Out of State Placement Form (attached to the email). Completed forms must be submitted in electronic format only to the email address: DBHSMEDICALMANAGEMENT@AZDHS.GOV.

The electronic form provides the benefit of data extraction. To help with this process, we have attached a document to the email that outlines the process for exporting the data into Microsoft Excel (see ADOBE PRO Instructions to Export Data). This will allow the T/RBHAs to track and trend the Out-of-State Placements. ADHS/DBHS will be reviewing and validating all submissions; forms that have incomplete or insufficient information will be returned to the T/RBHA for corrections.

The Out of State Placement Form, will take the place of and combine the currently posted Policy Form 408.1, Out-of-State Placement, Initial Notice; and Policy Form 408.2, Out of State Placement, 90 Day update. The new Out of State Placement Form will be posted as part of the Bureau of Quality and Integration (BQ&I) Specifications Manual.

ADHS/DBHS will incorporate these requirements in the next revision of the ADHS/DBHS Policy and Procedures Manual, Policy 408, Out of State Placement. T/RBHAs must update the T/RBHA editions of the Provider Manual and related documents and distribute this information to their subcontracted providers.

Questions regarding this clarification may be directed to Tiffany Williams, Acting Office Chief of Medical Management at Tiffany.Williams@azdhs.gov or (602) 364-0771.