

POLICIES AND PROCEDURE MANUAL

Chapter:	Service Delivery System		
Title:	SUD Services Single-Case Agreement Procedure		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Version: 1.0 Page: 1 of 4	Review Cycle: Annually Author: Utilization Management Department	Adopted: 03.01.2018 Revised:	Related Policies: Behavioral Health Recovery Oriented Systems of Care Service Philosophy and Treatment Utilization Management

Purpose

In keeping with the guiding philosophies of a recovery-oriented system of care (ROSC), Mid-State Health Network (MSHN) will strive to make flexible funding and contracting arrangements in order to procure a customized array of treatment and recovery services. When an individual's recovery needs or preferences include the use of a service provider that is not part of the MSHN contracted provider network, the following procedure has been established for the use of single-case agreements in order to procure, authorize, and pay for medically necessary services on behalf of the individual.

Procedure

I. Prior Approval for Single-Case Agreements

- A. If a beneficiary of Medicaid/Healthy Michigan Plan/SAPT Block Grant funding is seeking services through a treatment provider that is not contracted with MSHN, a single case agreement must be approved by the MSHN Utilization Management department prior to beginning treatment. If a service provider chooses to render services to a Medicaid/HMP/SAPT Block Grant recipient prior to securing a single case agreement from MSHN, they may not be reimbursed by MSHN for the services.
- B. A MSHN UM specialist will review the request for services and gather sufficient information to make an initial determination about eligibility and medical necessity of the services being requested, including a brief screening and Level of Care Determination in the REMI system. The UM specialist will ensure the provider receives copies of the following documents:
 - i. MSHN SUD Services Single-Case Agreement Procedure
 - ii. MSHN SUD Consent Form
 - iii. MSHN Authorization Request Form
 - iv. MSHN BH-TEDS Admission/Discharge Form

II. Execution of Single Case Agreement

- A. After determining eligibility and medical necessity, the UM specialist will complete a "Letter of Agreement (LOA) Request Form" and submit it to the MSHN Contract Specialist. The MSHN Contract Specialist will facilitate contract negotiations with the identified point of contact from the provider agency. The MSHN Contract Specialist will request the following documentation from the provider agency:
 - i. Copy of the facility's current state-issued SUD treatment license; verification through LARA
 - ii. Copy of the facility's current liability insurance certificate
 - iii. Copy of the facility's current certificate of accreditation (CARF; The Joint Commission; NCQA, etc.)
 - iv. Verification of MDHHS ASAM Level of Care designation

- B. Upon receipt of the required documentation, the MSHN Contract Specialist will send a single-case agreement to the provider facility for review and signature. Once the signed single-case agreement is returned to MSHN and fully executed by signature of the MSHN CEO the Contract Specialist will create a provider account in the REMI system. Note: Provider staff will not receive REMI logins and will not utilize REMI for authorizations or claims submission. The MSHN Contract Specialist will provide internal notification to the utilization management and finance departments once the contract has been fully executed and the provider account is set up in REMI.

III. Clinical Authorization of Services

- A. The provider agency must submit the following clinical documentation to the MSHN UM department in order to receive authorization for services. Services will not be authorized until all required clinical documentation is received:
- i. MSHN SUD Consent Form, signed by the individual receiving services
 - ii. Completed MSHN BH-TEDS Admission/Discharge form
 - iii. Completed MSHN Authorization Request Form
 - iv. Copy of completed biopsychosocial assessment
- B. The MSHN UM specialist is responsible for entering all required clinical data in the REMI system and creating an initial authorization for services attached to the provider agency account. The MSHN UM specialist will provide a copy of the approved service authorization to the provider agency. The provider agency is responsible for submitting subsequent MSHN Authorization Request Forms if additional/ongoing services are needed during the treatment episode. The MSHN Utilization Management department is available to assist with any questions related to service authorization Monday-Friday from 8am-5pm at 1-844-405-3095 or um@midstatehealthnetwork.org

IV. Claims Processing/Payment

Once an approved service authorization is issued, the provider agency may submit claims for service to MSHN. Services must be billed on the appropriate claim form for the service being provided. If applicable, start and stop times should be included on the claim form. If there is a primary insurance other than Medicaid/HMP/SAPT Block Grant, an explanation of benefits must accompany the claim form. A copy of the approved authorization should also be submitted but is not required. Payments for clean claims are issued on the first and third Fridays of each month. Claims questions may be directed to claims@midstatehealthnetwork.org.

V. Required Discharge Reporting

- A. Provider agencies are required to submit a completed MSHN BH-TEDS Admission/Discharge Form to the MSHN UM department upon completion or termination of services for any individuals being served via single case agreements within the following timeframes: **5 days** for withdrawal management and residential levels of care and **60 days** for all other levels of care. MSHN reserves the right to withhold final payment pending receipt of the required MSHN BH-TEDS Admission/Discharge Form.

Applies to:

- ☒ All Mid-State Health Network Staff
☐ Selected MSHN Staff, as follows:
☒ MSHN's Affiliates/Sub-contract Providers

Definitions:

BH TEDS: Behavioral Health Treatment Episode Data Set

MDHHS: Michigan Department of Health and Human Services

MSHN: Mid-State Health Network

OROSC: MDHHS Office of Recovery Oriented Systems of Care

SUD: Substance Use Disorder

Other Related Materials:

MSHN Authorization Form (Attached for reference)

MSHN BH TEDS Admission/Discharge Form (Attached for reference)

References/Legal Authority

N/A

Change Log:

Date of Change	Description of Change	Responsible Party
04.2018	New Procedure	Director of Utilization Management