

GREATER COLUMBIA BEHAVIORAL HEALTH

Policies and Procedures

Category: Clinical
Approved On: 08/24/06
Approved By: The Board of Directors
Revised:
Effective Date: 15 days from the last revision date

No: CL 339.00

Title: Children's Care Manager

I. Scope:

This policy applies to Greater Columbia Behavioral Health only.

II. Purpose:

To ensure consistent application of the GCBH Level of Care and Authorization Criteria for enrollees under the age of 21 years.

III. Process/Procedures:

A. GCBH shall hire or designate at least one Children's Care Manager. The Children's Care Manager must:

1. Be a children's mental health specialist or be supervised by a children's mental health specialist;
2. Review initial intake evaluations of all enrollees under the age of 21 for medical necessity and complete level I or level II assignments according to the Access to Care Standards and Early Periodic Screening and Diagnostic Treatment for Children.

B. The Children's Care Manager must authorize or oversee the authorization of Level II services described in the Access to Care Standards for children who are:

- Involved with one or more of the following in addition to mental health:
 - Children's Administration
 - Division of Developmental Disabilities

- Juvenile Rehabilitation Administration/Department of Corrections
 - Diagnosed with substance abuse or addiction;
 - Receiving special education services; or
 - Has a chronic and disabling medical condition.
- C. Any decision to deny a service authorization request or to authorize a service in an amount, duration, or scope that is less than requested or described in the individual service plan must be determined by a Mental Health Professional with the appropriate clinical expertise to make that decision.
- D. If GCBH or its formal designee denies a service authorization request or authorizes a service in an amount, duration, or scope that is less than requested, GCBH shall notify the requesting CMHA and the enrollee, in writing, within 14 days of the decision.

IV. Expected Outcome (s):

- A. Consistent application of GCBH Level of Care and Authorization Criteria for enrollees under the age of 21.
- B. Timely and appropriate authorizations for services.

V. Scheduled Review of this Policy:

The review of the GCBH policies and procedures manual is on a two year cycle. The GCBH policy review and revision approval process is a three month process. This policy is scheduled to be reviewed every second year:

- A. by GCBH staff by September of even years,
- B. by the Regional Advisory Board (RAB) by October of even years,
- C. by the GCBH Board of Directors by November of even years, and
- D. outside of the schedule if required.

Approved:

Date:

/S/ Glenn Lippman
 Glenn Lippman, M.D.
 Interim Director

8/24/06