

## **Intensive in-community assessments: Questions and Answers**

### **Where do I obtain the Assessment Template?**

It can be found and downloaded from <http://www.state.nj.us/dcf/behavioral/> or from the Value Options website at [www.vonewjersey.com](http://www.vonewjersey.com)

You will notice that it is **now black and white**.  
**Please use the black and white form**, rather than the colored form previously posted, to ensure full readability via the autofax system.

### **Can a non-licensed Master's level clinician under the supervision of a licensed clinician do the assessment?**

Only when that is the service pre-authorized by the CSA. It is never acceptable for a non-licensed individual to provide a service authorized at the licensed level.

The CSA will authorize, as per DCBHS guidelines, non-licensed master's level assessment in situations when language, location, and/or capacity require it.

### **What must be autofaxed to the CSA?**

The completed Needs Assessment and the completed and typewritten assessment template must be autofaxed to the CSA.

The Release of Information (ROI) and documentation from the collateral contacts must be, as per regulations, retained in providers' records.

### ***What about if CMO or YCM is recommended?***

If the CMO is recommended, it is helpful for providers to also submit the completed and signed ROI via autofax as it will facilitate further service delivery. If YCM is recommended, having the signed ROI will be helpful if the CSA determines that a CMO referral is needed.

### **How do I know who is requesting the evaluation (ie: family, DYFS, CMO)?**

The CSA Care Coordinators will provide the following information, at the time the referral is made, when available:

Case manager and contact information  
DYFS involvement

Often, this information is left on voicemail. DCBHS encourages providers to ensure that their work flow ensures that the individual performing the assessment has the benefit of the complete text of the message.

### **What do families and/or case managers hear when an assessment is authorized?**

Requestors of an assessment will be told by the CSA Care Coordinator:

*"The service provider you've chosen, Provider ABC, has 10 business days from this date to complete and submit the assessment. This is a requirement of the Division of Child Behavioral Health. Please make every effort to ensure that you (youth and family) are ready to meet with Provider ABC in the next week."*

### **How do I know what "Within Normal Limits" refers to?**

Please see:

<http://www.ncgccd.org/mdt/APX/Child%20Development%20Chart.doc> for an easy to use developmental milestones chart.

### **When is the start date?**

All authorizations for intensive in-community assessments made on April 1, 2007 will require the use of the new template and require providers to bill under the new HCPCS codes, as detailed in Medicaid Newsletter 7, number 2. (found on: <http://www.njmmis.com/servlet/GetContentServlet?ID=000000001558>).

### **Points for clarification:**

DCBHS continues to require and expect that IIC providers will complete and submit the ICA **within 10 business days**. In keeping with the principles of the system of care, the ICA is an important tool for ensuring that youth and families are provided need-driven, accessible, and responsive services. It has been noted however, that some portion of providers are concerned about meeting this requirement.

In an effort to collaboratively work toward the goal of completing assessments within 10 business days, DCBHS will direct the CSA to implement the following practices on April 1, 2007:

1. Authorizations will be made for 15 business days. This will allow providers some room for adjusting to this change and informing DCBHS about the challenges to implementation. The use of a 15-business day authorization

period obviates the need for a mechanism for providers to request an extension of the authorization period.

The CSA and DCBHS will closely monitor the submission process through a quality assurance process. This information will inform DCBHS action regarding system partners' use of compliant and non-compliant providers. This process will identify:

- i. Providers in full compliance on July 1, 2007 and October 1, 2007
- ii. Providers in partial (80%) compliance on July 1, 2007 and October 1, 2007
- iii. Providers not in compliance (<80%) on July 1, 2007 and October 1, 2007.

Providers are expected to make reasonable efforts to reach and engage youth, families, case management bodies, and collateral contacts in the assessment process. In those circumstances when engaging the youth and family are not possible, providers must submit the:

**Attestation of attempts to complete Intensive In-Community Assessment Form**

(available: <http://www.state.nj.us/dcf/behavioral/>)

Attestation Progress Note: providers may call the CSA Customer Services Representative to request that the Customer Service Representative enter an "attestation progress note" on behalf of the provider.

This form (or "attestation progress note") must be completed by the end of the authorization period. The form requires providers to provide basic identifying information and attest (through initial and signature) to either Condition 1 or Condition 2.

The submission of this form will also be tracked via CSA and DCBHS quality assurance activities. Information about providers who were not able to complete assessments **and did not** submit this form (or "attestation progress note") by the end of the authorization period will be used to inform DCBHS action.

Providers are not obliged to provide information about the need to link the youth and family to services though this information. It is however, extremely useful information and will be acted upon when provided.