
Series:	Operating Procedures	COA: N/A
		CFOP: N/A
Procedure Name:	Suitability Assessments	
Procedure Number:	OP-1155	
Revision #/Date:	N/A	
Effective Date:	08/06/10	
Applicable to:	BFP staff and its subcontracted agencies	

PURPOSE: To outline the process for obtaining Suitability Assessments on children in licensed out of home care

PROCEDURE:

References

Florida Statute 39.407

Suitability Assessments

The purpose of the independent evaluation is to determine the suitability for residential treatment and appropriateness of treatment. In order for a child/adolescent to be admitted, a Qualified Evaluator must conduct an examination and assessment of the child/adolescent and make written findings on the following:

- Whether the child/adolescent appears to have an emotional disturbance serious enough to require residential treatment and is reasonably likely to benefit from the treatment;
- Whether the child/adolescent has been provided with a clinically appropriate explanation of the nature and purpose of the treatment; and
- That all available treatment options less restrictive than residential treatment have been considered and a less restrictive alternative that would offer comparable benefits to the child/adolescent is unavailable.

A copy of the written findings of the evaluation and suitability assessment must be provided to Magellan Medicaid Administration within five (5) working days of the date the child was seen. First Health will then forward the assessment to the Single Point of Access (SPOA) within three (3) working days of receipt. Prior to sending the completed report to the SPOA First Health staff must review for corrections, additions and compliance with Statutory and AHCA standards. The SPOA is then responsible for disseminating it as needed.

Suitability Assessment Referral Process

The Dependency Case Manager and/or Supervisor will contact the Brevard Family Partnership (BFP) UM Program Manager if it is determined that the child may be in need of a Therapeutic

Group Care (TGC) or Statewide Inpatient Psychiatric Program (SIPP) Residential Treatment placement or if a referral for Suitability Assessment has been ordered by the court. Cases are not required to be reviewed at Clinical Review/MDT prior to requesting a Suitability Assessment.

The Dependency Care Manager or designee is responsible for completion of the Initial Referral for Assessment of Suitability of a Child for Residential Treatment referral form along with the supporting packet of clinical documentation. Once complete it is submitted to the BFP UM Program Manager (Single Point of Access) for review. The SPOA then forwards the referral to Magellan Medicaid Administration Department.

Initial Suitability Assessments are submitted to Magellan by the BFP SPOA. These evaluations are to be conducted in the Evaluator's office prior to admission to Residential Psychiatric Treatment. The DCF/CBC caseworker assigned to the child/adolescent is responsible for transporting the individual and providing past treatment records for the Evaluator to review. Supporting documentation (if applicable) includes: CBHA, mental health treatment history, shelter petition, shelter order, foster care order, pre-disposition report, foster care case plan, individual education plan (IEP), and MDT staffing notes. These reviews must include:

- A review of treatment records from previous mental health services;
- Face to evaluation of the child/adolescent
- The child/adolescent has been provided with a clinically appropriate explanation of the nature and purpose of the treatment; and
- The child/adolescent has been provided with a clinically appropriate explanation of the nature and purpose of the treatment; and
- A written report of the Qualified Evaluator's findings submitted to the Agency and the Single Point of Access designated by DCF.

A Notice of Suitability Assessment for Residential Treatment will be sent to the BFP SPOA who will then forward the information to the assigned Dependency Care Manager, Dependency Care Manager Supervisor, GAL office, Intake Specialists and treatment provider if applicable.

The Qualified Evaluator will review all supporting documentation and conduct a face to face interview with the client. The Qualified Evaluator will complete a written Suitability Assessment report. Once the report is received the SPOA will submit it electronically to all related parties of the case (i.e., Dependency Care Manager, Dependency Care Manager Supervisor, GAL (if assigned), Intake Specialist, and any other parties involved in the case.

Process For Placement of Child Based On Suitability Assessment Results

If the recommendation is for TGC or SIPP placement, the BFP UM Program Manager will schedule the child for the next Clinical Review/MDT staffing which occurs every Tuesday beginning at 9:00 a.m. The BFP Clinical Review/MDT Team approves all placements into Specialized Therapeutic Foster Care (Level I & II), Therapeutic Group Care (TGC) and Residential Treatment Center (RTC). The core members of the MDT staffing may include, but is not limited to, the Dependency Case Manager (DCM), Dependency Case Management Supervisor (DCMS), Dependency Case Management Program Director, Intake and Placement Supervisor and/or staff, Targeted Case Manager (TCM), Adoptions Staff, Therapist(s), Foster Parent(s) or Group Home Staff, Biological Parents, if appropriate, Child Placing Agency staff, Agency for Persons with

Disabilities, Guardian Ad Litem (GAL), Attorney Ad Litem, DCF Substance Abuse Mental Health (SAMH), Department of Juvenile Justice and Agency for Health Care Administration representatives.

If the recommended level of care is TGC BFP Intake & Placement will locate an available TGC bed and the BFP Point of Contact will contact the Magellan Care Manager to obtain authorization. If the child is not enrolled in the Prepaid Mental Health plan due to recent SIPP discharge BFP, ACHA and DCF SAMH will complete the Medicaid Appendix L and forward with the Suitability Assessment referral.

The assigned Dependency Care Manager will be responsible for notifying Children's Legal Services and for requesting a Residential Treatment Hearing.

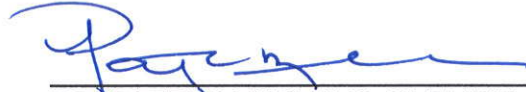
If the recommended level of care is SIPP (State Wide Inpatient Psychiatric Placement) the Dependency Case Manager will notify Child Legal to request a Residential Treatment Hearing. The Targeted Case Manager, if assigned or the Dependency Case Manager will submit a SIPP application with the Substance Abuse and Mental Health (SAMH) office to secure funding for treatment. If funding is not available, the client will be placed on the SIPP waiting list by the SAMH office.

Any child placed in a SIPP or STGC level of care will have a Suitability Assessment completed every 90 days while in placement. The UM Program Manager (SPOA) will notify the Dependency Care Manager 30 days prior to expiration to request the completion of the referral. Referrals for 90-Day Reviews will be submitted to Magellan Medicaid Administration by the BFP SPOA. These evaluations will be conducted at the treating Residential Treatment Facility on an appointment basis. If the child is not placed in a Residential Treatment Facility the evaluations will be conducted at the QE's office and the SPOA is responsible for providing copies all supporting documentation to the QE prior to the appointment date/time. The QEN Coordinator and Associates will schedule appointments for the 90-Day Reviews. The facility is responsible for providing the treatment records and appropriate area for the face-to-face interview and treatment records review. These 90-Day Reviews will be incorporated into a revolving process of updating the documented treatment progress. These reviews must include:

- A record review of the treatment plan;
- A review of the treatment record and progress notes to determine the child's/adolescent's progress toward achieving the goals and objectives of the treatment plan;
- A face-to-face evaluation of the child/adolescent;
- Whether the child/adolescent has been provided with a clinically appropriate explanation of the nature and purpose of the treatment; and
- A written report of the Qualified Evaluator's findings submitted to the Agency and the Single Point of Access designated by DCF.

Initial and 90-Day Suitability Assessment results will be discussed at the child's Clinical Review staffings as part of the child's current treatment documentation

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



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