

Intake Procedures – tasks occur in the order presented in each column. Columns are continuous from left to right.

<p>Receive Phone Call from parent asking for help.</p> <p>If child IS already enrolled in MA and lives outside Philadelphia, refer parent to MCO in their County. We are not allowed to help children in those situations, unfortunately.</p> <p>If child is NOT already ENROLLED in Medical Assistance, or if the child lives in Philadelphia, continue below:</p> <p>Refer to www.abc-pa.org</p> <ol style="list-style-type: none"> 1) Download Referral form 2) Complete Referral form 3) Mail or fax back form <p>Provide information about other types of services that may be of interest to the family; refer for crisis service if the child has an emergency need for help.</p>	<p>Place phone call to parent to acknowledge receipt of Referral form within 24 hours.</p> <ol style="list-style-type: none"> 1) Assess whether BHRS is likely to be needed and useful: <ol style="list-style-type: none"> a) If so, assign BSC to do BHRS intake (full Bio-Psycho-Social Evaluation and BHRS packet). b) If not, assign BSC to collect data for Medicaid Eligibility evaluation (1 page report). 2) If child is disabled and could potentially benefit from Medicaid enrollment but does not appear to need BHRS, or if BHRS cannot be delivered by NBC, deliver necessary paperwork to obtain MA eligibility to family and provide recommendations for filing it efficiently. <p>If BHRS is probably needed and NBC could provide it, continue to next column....</p>	<p>If BHRS probably needed & NBC could provide it:</p> <p>BSC begins data collection using the Information Questionnaire for Bio-Psycho-Social Evaluation.</p> <p>BSC writes draft BHRS packet.</p> <p>BSC discusses plans for BHRS with psychologist who will do face-to-face meeting with child and complete Treatment Plan and chair ISPT meeting.....</p> <p>Schedule Psychologist’s face-to-face meeting AND the ISPT meeting AND CASSP Coordinator visit all for the same date within ½ hour of each other.</p> <p>Psychologist completes face-to-face eval AND treatment plan, AND chairs ISPT AND gets signatures so BSC/MT can begin as soon as ISPT is finished.</p>	<p>Continue collecting behavioral data for 30 days. Collect data in school if TSS seems to be needed there.</p> <p>Determine if TSS is needed based on preceding data collection. Confirm parent (and school) consent and intent to collaborate for TSS service.</p> <p>Revise Psychological Evaluation Report (PER) and other Packet data to reflect need for TSS, if any.</p> <p>Assist parent in completing application for MA benefits.</p> <p>Deliver revised PER to County Assistance Office with MA application requesting retroactive start date (up to 90 days in arrears). PER/ISPT date cannot be more than 45 days in the past.</p> <p>Get a receipt for the MA application delivery noting who received it, date and time. 45 day clock starts.</p>	<p>MA office processes MA application within 45 days per DPW policy.</p> <p>Monitor EVS to be sure we identify the date when MA benefits begin.</p> <p>DPW issues MA benefits notification to parent & updates EVS.</p> <p>ACCESS funds all BHRS delivered before MCO gets the BHRS packet, including all evaluation time.</p> <p>MCO receives BHRS packet with revised PER within 2 days after DPW issues MA benefits notification.</p> <p>MCO gets 2-5 days to approve BHRS packet, including TSS authorization if any (BSC/MT are already approved by default). MCO takes over funding for all BHRS.</p> <hr/> <p>Prepare for reauthorization since current packet will expire in less than 60 days.</p>
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