

## TIPS FOR TIER II OUT-OF-HOME CONSULTATION

In order to assure a timely consultative process, Care Management Entity (CME) should assure that the following checkpoints are completed prior to requesting Tier II Consultation:

- If you are seeking consultation due to the “30 days on Youth Link” rule, you have made reasonable efforts to exhaust all provided Youth Link options.
- If you are seeking consultation due to the “three denial rule”, assure that all “not accept” referrals are consistent with the identified Intensities of Service, (IOS).
- Confirm that youth’s referral is active on Youth Link. If the referral is no longer active, you have taken steps to have the referral reposted.
- Assure that all “not accept” referrals are documented in Youth Link.
- Examined denial reasons and made efforts to follow-up with providers when deemed appropriate; examples may include, but not limited, to the following:
  - **Lack of required clinical information-** (refer to [CSOC Policy #4, Admission to Out-of-Home Treatment Settings](#) for acceptable referral packet information);
  - **Lack of care management follow-up within reasonable timeframe;**
  - **Not educationally classified** (refer back to Provider PIF);
  - **The denial reason is not consistent with PIF/population served** (i.e. “too psychiatric” for PCH IOS);
  - **Clinical information that is +12 months old;**
  - **Court order for specific provider or IOS-**Case/Care Manager should immediately e-mail Court Liaison, Mike Higginbotham (CCIS/Family Court) at [Michael.Higginbotham@dcf.state.nj.us](mailto:Michael.Higginbotham@dcf.state.nj.us) or Kim Maloney (Juvenile Court) at [Kimberle.Doyle-Maloney@dcf.state.nj.us](mailto:Kimberle.Doyle-Maloney@dcf.state.nj.us) for further assistance;
  - **No bed availability-** The Care Management Entity should advocate for a meet-and-greet in order to place youth on waiting list for next available bed;
  - **Identified as “inappropriate” however lacks detail-** The Care Management Entity should seek more specifics as to why referral was inappropriate;
- Confirmed if there has been any updated clinical information since the initial OOH Referral Request or TJCR that may change current IOS:**
  - Youth’s location may be a clue that updated information is available (i.e. recent hospitalization, ED RU, etc);
  - Confirm if youth is/has been receiving any outpatient or community services in which updated clinical reports are available for review.
  - Confirm if any specialized evaluations have been completed since initial OOH review, which may include, but not limited to, fire setting evaluation, sex-specific evaluation, IEP/FSIQ, or substance use evaluation.
  - If new clinical information arises, inquire date of evaluation, evaluator name with credentials, and treatment recommendations.