

## CHILDREN'S SYSTEM OF CARE

### PARTIAL HOSPITALIZATION PROGRAMS (PHP) INFORMATION GUIDE

1. Which youth should be registered in the Children's System of Care (CSOC) CYBER system and which youth should not?
2. How to register and obtain PHP authorization for CSOC youth seeking PHP services, who are **NOT** involved with any of the following services:
  - a. Care Management Organizations (CMO), Mobile Response Stabilizations Systems (MRSS), Children's Crisis Intervention Services (CCIS), Intensive Residential Treatment Services (IRTS), Psychiatric Community Homes (PCH), Residential Treatment Centers (RTC), Group Homes (GH) or Treatment Homes (TH).
3. How to request authorization for PHP services for youth in **CMO** who are referred to PHP.
4. How to request authorization for PHP services for youth in **MRSS** who are referred to PHP.
5. How to request authorization for PHP services for youth in an **RTC, PCH, GH or TH** who are referred to PHP.
6. How to request authorization for PHP services for youth in an **IRTS** who are referred to PHP.
7. How to request authorization for PHP services for youth in a **CCIS** who are referred to PHP.

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1. **Which youth should be registered in the Children's System of Care (CSOC) CYBER system and which youth should not?**
    - a. Register any youth whose PHP services are billed through **Medicaid/Family/Care**. These youth must have an authorization from CYBER for you to obtain reimbursement for your services.
    - b. Do **NOT** register any youth whose PHP services are paid through private insurance or self-pay. These youth do not need an authorization from CYBER.
  2. **How to register and obtain PHP authorization for CSOC youth seeking PHP services who are not involved with CMO, MRSS, CCIS, IRTS, RTC, PCH, or GH.**
    - a. The PHP provider should call PerformCare (1-877-652-7624) to gain access to the youth's CYBER record.
    - b. If the youth is already registered in the CSOC CYBER system, the CC will open the record to the PHP Agency. This will enable the PHP Agency to access the youth's CYBER record and complete the PHP Assessment.
    - c. If the youth is not already registered in CYBER, the CC will register the youth at the time of the call and open the record to the PHP Agency.

- i. Please do **not** include any youth whose PHP services are funded through private insurance or self-pay.
    - d. To obtain an authorization for these youth, the PHP provider should:
      - i. Access the youth’s CYBER record, complete the PHP Assessment and submit the Assessment (i.e., the service request) to PerformCare for review and authorization. Please be sure to identify the name of your Program on the PHP Assessment and document detailed information regarding the youth’s need for PHP services.
      - ii. Upon receipt of the PHP Assessment, the PerformCare Care Coordinator (CC) will conduct the review within 24 business hours of receipt and authorize PHP services as clinically appropriate.
      - iii. For all reviews, the CC will use the PHP Clinical Guidelines and the detailed clinical information in the PHP Assessment to determine clinical necessity.
        - 1. Should the CC have any questions, he/she will return the PHP Assessment with questions in the “comments/Notepad” section. The PHP Agency should reply to the questions in the “comments/Notepad” section and resubmit the PHP Assessment.
      - iv. The CC will re-review the request within 24 business hours of receipt and will authorize PHP as clinically appropriate. The CC will authorize as follows:
        - 1. Service Code is “CSC02”
        - 2. The beginning date of the authorization is the date that the PHP was opened in CYBER.
        - 3. The end date of the authorization is 6 months (183 days) from the beginning date.
        - 4. The Units are 780 (5 units/hours a day for 6 days a week); and the frequency is hourly.
      - v. The PHP provider should notify the parent/guardian and the youth of the outcome of the request for authorization.
    - e. Upon discharge, the PHP provider should submit a discharge PHP Assessment with a request for aftercare services (if needed).
3. **How to request authorization for PHP services for youth in CMO who are referred to PHP.**
  - a. If the child is in CMO, the care manager will request the PHP authorization. The care manager submits the Treatment/Service Plan Form and the Strengths and Needs Assessment to PerformCare for review and authorization.
  - b. The care manager must identify the PHP program to which he/she is referring the youth and must clearly document the need for PHP services.

- c. The care manager should request the PHP services as follows:
  - i. The Service Code is “CSC02.”
  - ii. The total number of units should not exceed 390. That is, 390 units would be 5 units/hours a days for 6 days a week for 90 days. The frequency of the service is hourly.
    - 1. Should the child need an additional 90 days of PHP services, the subsequent authorization should be requested as above.
  - iii. The Strengths and Needs Assessment and the Treatment/Service Plan must document the clinical need for the PHP services.
- d. The existing business rules for treatment/service plan reviews apply.
- e. The PerformCare-CC will open the youth’s record to the PHP Agency at the time the service/treatment plan is submitted, or earlier at the request of the PHP agency. It is **not** necessary for the PHP Agency to call PerformCare to gain access to the youth’s CYBER record.

**4. How to request authorization for PHP services for youth in MRSS who are referred to PHP.**

- a. MRSS can request PHP services on their Individual Crisis Plan (ICP), which they submit to PerformCare-NJ along with the Crisis Assessment for review and authorization.
- b. MRSS must identify the PHP program to which they are referring the youth and must clearly document the need for PHP services.
- c. The PHP services may be requested either at discharge or during stabilization.
- d. The PerformCare Care Coordinator will review the request within five (5) business days of receipt and authorize PHP as clinically appropriate. MRSS creates the authorization as follows:
  - i. The Service Code is “CSC02.”
  - ii. The beginning date of the authorization is identified by MRSS.
  - iii. The end date of the authorization is 6 months (183 days) from the beginning date.
  - iv. The Units are 780 (5 units/hours a day for 6 days a week); and the frequency is hourly.
- e. The existing business rules for treatment/service plan reviews apply.
- f. The PerformCare-CC will open the youth’s record to the PHP Agency at the time the service/treatment plan is submitted, or earlier at the request of the PHP agency. It is **not** necessary for the PHP Agency to call PerformCare to gain access to the youth’s CYBER record.

5. **How to request authorization for PHP services for youth in an RTC, PCH, GH or TH who are referred to PHP.**

- a. The out-of-home (OOH) provider will request authorization for PHP services on their existing Joint Care Review Form (JCR).
- b. Request these services as part of a **discharge plan only**. Do **not** request these services as part of your ongoing care for the child.
- c. The OOH provider must identify the PHP program to which the youth is being referred upon **discharge**. In addition, the provider must clearly document the need for these services in the JCR.
- d. The PerformCare-CC will review the request within five (5) business days of receipt and authorize PHP as clinically appropriate. The CC will create the authorization as follows:
  - i. The Service Code is "CSC02."
  - ii. The beginning date of the authorization is to be identified by the OOH provider.
  - iii. The end date of the authorization is 6 months (183 days) from the beginning date.
  - iv. The Units are 780 (5 units/hours a day for 6 days a week); and the frequency is hourly.
- e. The existing business rules for treatment/service plan reviews apply.
- f. The PerformCare-CC will open the youth's record to the PHP Agency at the time the service/treatment plan is submitted, or earlier at the request of the PHP agency. It is not necessary for the PHP Agency to call PerformCare to gain access to the youth's CYBER record.

6. **How to request authorization for PHP services for youth in an IRTS who are referred to PHP on or after March 2, 2009.**

- a. The IRTS will request authorization for PHP services on their existing Joint Care Review Form (JCR).
- b. Request these services as part of a **discharge plan only**. Do **not** request these services as part of your ongoing care for the child.
- c. The IRTS must identify the PHP program to which the youth is being referred **upon discharge** and must clearly document the need for these services in the JCR.
- d. The PerformCare-CC will review the request within five (5) business days of receipt and authorize PHP as clinically appropriate. The CC will create the authorization as follows:
  - i. The Service Code is "CSC02."
  - ii. The beginning date of the authorization is to be identified by the IRTS provider.

- iii. The end date of the authorization is 6 months (183 days) from the beginning date.
- iv. The Units are 780 (5 units/hours a day for 6 days a week); and the frequency is hourly.
- e. The existing business rules for treatment/service plan reviews apply.
- f. The PerformCare-CC will open the youth's record to the PHP Agency at the time the service/treatment plan is submitted, or earlier at the request of the PHP agency. It is not necessary for the PHP Agency to call PerformCare to gain access to the youth's CYBER record.

**7. How to request authorization for PHP services for youth in a CCIS who are referred to PHP.**

- a. The CCIS will request authorization for the PHP services on their existing service request form, the CCIS Assessment.
- b. The CCIS must identify the PHP program to which they are referring the youth and must clearly document the need for PHP services in the assessment.
- c. The PerformCare Care Coordinator will review the request within 24 business hours of receipt and authorize PHP as clinically appropriate. The CC will create the authorization as follows:
  - i. The Service Code is "CSC02."
  - ii. The beginning date of the authorization is the date the CCIS sent the Assessment to PerformCare for review.
  - iii. The end date of the authorization is 6 months (183 days) from the beginning date.
  - iv. The Units are 780 (5 units/hours a day for 6 days a week); and the frequency is hourly.
- d. The existing business rules for treatment/service plan reviews apply.
- e. The PerformCare-CC will open the youth's record to the PHP Agency at the time the service/treatment plan is submitted, or earlier at the request of the PHP agency. It is not necessary for the PHP Agency to call PerformCare to gain access to the youth's CYBER record.