

Inter-RSN Transfer Protocols

Individuals preparing for discharge from WSH are generally discharged back to the RSN in which they resided prior to their hospitalization (designated by WSH as the "RSN of Responsibility"). However, there are limited occasions when an individual may discharge from WSH into another RSN necessitating an Inter-RSN transfer. Hereinafter the "referring RSN" who initiates the transfer is same as the WSH "RSN of Responsibility" and the "receiving RSN" is the RSN to which the individual is moving. Transfers may be initiated by the RSN of Responsibility for the following reasons:

Transfer Reason # 1. The individual expresses a desire to move to a locale outside his/her RSN of Responsibility and to reside in a non-RSN funded or independent residence, which has been prearranged and confirmed.

OR

Transfer Reason # 2. The RSN of Responsibility lacks the necessary residential resource such as a skilled nursing facility, adult residential rehabilitation center, adult family home, boarding home or other specialized treatment facility **AND** such a facility is available in another RSN.

In either instance the placement is to be facilitated by the joint efforts of WSH staff and the liaisons from both the referring and receiving RSNs. It is expected the receiving RSN will provide the WSH Social worker with options for community placement at discharge. An information packet containing the *Request for Inter-RSN Transfer* form and relevant treatment and discharge information is to be supplied by the referring RSN to the receiving RSN via the WSH liaisons.

No transfer for either reason can be completed without the written approval on the *Request for Inter-RSN Transfer* form by both the referring RSN administrator and the receiving RSN administrator or their designees. This process binds both the referring and the receiving RSNs to the payment obligations described below, or if an Exception to Policy arrangement is negotiated (see below), to the negotiated agreement. The receiving RSN has 10 working days to complete and return the form to the referring RSN or the request will move from the Liaisons to the RSN Administrators for resolution. WSH will receive a copy of the initiated and/or completed rSn Transfer Agreement within 10 working days.

Outpatient Treatment and Emergency Services

Transfer Reasons # 1 and # 2

Responsibility and payment for community based or in-home emergency services and outpatient treatment including, but not limited to, case management and medication management, is to be assumed by the receiving RSN immediately upon the individual's discharge from WSH. WSH agrees to notify the Community Service Office (CSO) so that Medicaid benefits can be transferred in a timely manner.

Facility Based Crisis Stabilization, including Evaluation and Treatment (E & T) Facility

Transfer Reasons # 1

Facility based crisis stabilization services, including placement in a Crisis Triage or E & T Facility, provided to individuals placed due to individual choice will be paid for by the referring RSN to the receiving RSN for a period of sixty (60) days. Payment for services provided after sixty (60) days are the responsibility of the receiving RSN.

Transfer Reason # 2

Facility based crisis stabilization services, including placement in a Crisis Triage or E & T Facility, provided to individuals placed due to a lack of resource in the referring RSN will be paid by the referring RSN to the receiving RSN for a period of six (6) months. Payment for services provided after this period is the responsibility of the receiving RSN.

Residential and Medicaid Personal Care (MPC) Services

Transfer Reason # 1

Medicaid Personal Care services provided to individuals placed due to individual choice will be paid for by the referring RSN to the receiving RSN for a period of sixty (60) days. Payment for services provided after sixty (60) days are the responsibility of the receiving RSN.

Transfer Reason # 2

Services provided to individuals placed due to a lack of resource in the referring RSN will be paid by the referring RSN to the receiving RSN for a period of six (6) months. Payment for services provided after this period is the responsibility of the receiving RSN.

Inpatient Psychiatric Hospitalization in a Community Hospital or at WSH

Transfer Reason # 1

The referring RSN is responsible for all costs associated with an authorized inpatient psychiatric admission in a community psychiatric hospital unit or E&T for an individual placed for choice within sixty (60) days of discharge from WSH or from the date the individual moves into the receiving RSN. This includes all costs associated with the admission for days which begin before the end of the sixty (60) day period and which extend beyond the initial sixty (60) day period. The referring RSN will accept on their census any individual placed for choice in the receiving RSN who returns to WSH during the initial sixty (60) day period. At admission to WSH the referring RSN will again become the RSN of Responsibility.

Transfer Reason #2

The referring RSN is responsible for all costs associated with an authorized inpatient psychiatric admission in a community psychiatric hospital unit or E&T for an individual placed for lack of resources within six (6) months of discharge from WSH or from the date the individual moves into the receiving RSN. This includes all costs associated with the admission for days which begin before the end of the six (6) month period and which extend beyond the initial six (6) month period. The referring RSN will accept on their census any individual placed for lack of resources who returns to WSH during the initial six (6) month period. At admission to WSH the referring RSN will again become the RSN of Responsibility.

Exception to Policy

The referring RSN and the receiving RSN may negotiate between them different funding periods other than the ones specified in this agreement when the needs and/or history of the client make it necessary to do so.

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Matrix for Inter-RSN Transfer Protocols

The "referring RSN" who initiates the transfer is the same as the WSH designated "RSN of Responsibility" and the "receiving RSN" is the RSN to which the individual is moving. Transfers may be initiated by the RSN of Responsibility for either of two reasons.

1 = Transfer Reason # 1 (individual choice with non-RSN funded residence)

2 = Transfer Reason # 2 (individual placed due to lack of resource)

	Immediate	60 days	6 months
Outpatient Treatment and Emergency Services	# 1 & # 2		
Facility Based Crisis Stabilization		# 1	# 2
Residential & MPC		# 1	# 2
Community inpatient		# 1	# 2
WSH		# 1	# 2

According to the matrix the receiving RSN assumes immediate responsibility for Outpatient Treatment and Emergency Services for individuals transferring for either reason (# 1 & # 2). The referring RSN retains payment responsibility for transferring individuals for all other services for either sixty (60) days or six (6) months depending upon their reason for transfer.

No inter-RSN transfer can be completed without the written approval of both the referring RSN administrator and the receiving RSN administrator or their designees. This process binds both the referring and the receiving RSNs to the obligations specified in the matrix, or if a special Exception to Policy arrangement is negotiated, to the negotiated agreement.

Dates will be calculated from the date the individual moves into the receiving RSN.