



## PENINSULA RSN

### ADMINISTRATION POLICIES AND PROCEDURES

**Policy Name:** SPECIAL POPULATIONS – COORDINATION  
OF CARE FOR CHILDREN

**Policy Number:** 2.17

**Reference:** WAC 388-865-0150, CFR 438.208

**Effective Date:** 10/2005

**Revision Date(s):** 11/2010

**Approved by:** PRSN Executive Board

#### CROSS REFERENCES

- Policy: Corrective Action Plan

#### PURPOSE

The Peninsula Regional Support Network (PRSN) shall ensure the oversight of medically necessary mental health services and coordination of care for children. Coordination of care will promote reintegration, recovery and resiliency through continuity of service delivery and quality improvement.

#### DEFINITIONS

The PRSN defines a child or youth as an individual under the age of 18 years old.

When an EPSDT referral is received, a child or youth is defined as a Medicaid individual under the age of 21 years old.

#### PROCEDURE

1. When PRSN mental health services are requested for a child or youth, the PRSN and the network providers shall outreach and gather the necessary information from:
  - The child
  - The youth
  - If the child is under the age of 13, the parent(s) and/ or caregiver.

- If the youth is over the age of 13 years and provides permission, the legal guardians and/or parents and other family members
2. When PRSN mental health services are provided to a child or youth, the PRSN and network provider are responsible to coordinate care with the following entities, as they apply to individual cases:
    - Other Network Mental Health Care Professionals
    - Other Out of Network Mental Health Care Professionals
    - Mental Health Specialists
    - Allied System Providers
    - Schools
    - Primary Medical Care Provider
  3. The coordination of care process shall include identification, assessment, treatment planning and direct access to specialist.
  4. To effectively promote and facilitate coordination of care for children, the PRSN shall maintain updated working agreements with the following allied system providers:
    - Division of Developmental Disabilities (DDD) – Child
    - Division of Child and Family Services (DCFS)
    - Children’s Long-term Inpatient Program (CLIP)
    - Juvenile Rehabilitation Administration (JRA)
    - Chemical Dependency and Substance Abuse
    - Tribes
  5. The PRSN shall maintain (updated annually) and distribute to the network a directory of Mental Health Specialists available to provide consultation for mental health services to special populations. Recommendations from Specialist consultations shall be incorporated into treatment planning and service delivery.

## **MONITORING**

This Policy is a mandated by statute.

The PRSN Childrens Services Care Coordinator is responsible for the oversight and random sampling of services provided throughout the network.

1. This Policy will be monitored through use of PRSN:

- Annual PRSN Provider and Subcontractor Administrative Review
  - Monthly Provider Chart Review
  - Exhibit N Reports and PRSN Grievance Tracking
  - Biennial Provider Quality Review Team On-site Review
  - Quality Management Plan activities, such as review targeted issues for trends and recommendations
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval.  
Reference PRSN Corrective Action Plan Policy