



PENINSULA RSN

NETWORK MANAGEMENT POLICIES AND PROCEDURES

Policy Name: TRIBAL EXTERNAL SPECIALISTS
CONSULTATION SERVICES WITH
LOCAL TRIBES

Policy Number: 3.05

Reference: DSHS Contract

Effective Date: 7/2007

Revision Date(s): 7/2009

Approved by: PRSN Executive Board

CROSS REFERENCES

- Directory: PRSN Tribal Specialists/ Consultants
- Form: PRSN Special Population Evaluation Form
- Plan: Utilization Management Plan
- Policy: Corrective Action Plan
- Policy: PRSN External Specialists Consultation Services and Attachments

PURPOSE

The Peninsula Regional Support Network (PRSN) provides reimbursement for Tribal specialty consultations provided to the network. Because the PRSN values the relationship with the local Tribes, has established Interlocal Agreements and 7.01 Plan identifying consultation services with each Tribe, consultation services are available to the network and reimbursed by the PRSN.

These consultation services are intended to inform the primary mental health clinician to culturally relevant factors (for the local Tribes) that may impact the treatment, including treatment planning and crisis services, of a client that has self-identified affiliation with a local Tribe.

The PRSN considers the following Tribes “local Tribes” because of shared designated area:

- Port Gamble S’Klallam
- Suquamish
- Jamestown S’Klallam

- Lower Elwha Klallam
- Quileute
- Makah
- Hoh River

The PRSN health provider network includes:

- Kitsap Mental Health Services (KMHS)- main campus located in Bremerton
- Jefferson Mental Health Services (JMHS)- main campus in Port Townsend
- Peninsula Community Mental Health Center (PCMHC)- main campus in Port Angeles
- West End Outreach public (WEOS)- main campus in Forks

PROCEDURE

Public Mental Health Services and Consultation

The PRSN and the network mental health providers are contracted to provide medically necessary comprehensive mental health services that provide therapeutic interventions which are designed to ameliorate psychiatric symptoms and improve a consumer's functioning. All services must demonstrate age and culturally competency.

The recommendations provided by the Consultant **must be** taken into account when planning, reviewing, and revising the Individual Service Plan (ISP) and treatment.

The consultation may provide information targeted at the course of treatment and identify steps toward progress of established goals for **rehabilitation, recovery, resiliency and reintegration** into the mainstream of social, employment, and educational choices.

The following information outlines protocol and payment reimbursement instructions with the Tribes.

PRSN Providers Request Consultation

1. When a Specialist Consultation is required, the PRSN mental health provider staff will contact the local Tribal consultant listed on the PRSN Directory of Tribal Specialists to request an appointment time.
2. *The PRSN expects the consultation to occur within thirty (30) days from the intake assessment unless there are documented special scheduling arrangements.*
3. The PRSN provider staff is responsible for providing basic demographic information and documenting the consultation. The PRSN strongly encourages

the use of the PRSN Special Population Evaluation Form for documenting the information provided during the consultation.

- This information may be directly entered into Profiler or the Specialists Evaluation form scanned into Profiler.
4. The PRSN provider is responsible for transferring the Special Population consultation information into the clinical chart, documenting the activity in the clinical notes, and incorporating the recommendations into the treatment plan.

Rate Reimbursement for Tribal Consultants

The PRSN has agreed to reimburse the local Tribe for consultation services, according to the rate noted in the current Interlocal Agreement. The PRSN encourages the use of phone consultation services.

Helpful hints for Tribes submitting an invoice:

- The PRSN is administered through Kitsap County. All PRSN Invoices are processed through the Accounting Policy and Procedures established by Kitsap County. **Per Kitsap County Policy, items listed on an Invoice cannot exceed \$500. total amount.** If needed, use multiple forms with services broken into increments.
- The PRSN must receive signed original Invoice forms. Copies or faxes will begin the processing, but reimbursement will not be released until the mailed original invoice is received.
- The average length of time for processing an Invoice, once received by the PRSN is three weeks. Consultation services are verified and invoices are submitted for payment. If you have not received payment after the average three weeks, please contact the PRSN.
- Verify all necessary information is on the Invoice prior to mailing to the PRSN. This may delay the reimbursement payment. The Kitsap County Accounting office will not process Invoices with missing information. The PRSN will verify the Invoice Forms prior to submitting to the Accounting Office, if information is missing we will make attempts to gather the needed information. If missing information can not be identified, the PRSN will return the Invoice.

MONITORING

This policy is a mandate by contract.

1. This Policy is monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative Review
 - Monthly Provider Chart Review
 - Quarterly Inter-tribal Meetings

- 7.01 Plans
 - Quality Management Plan activities, such as review targeted issues for trends and recommendations
 - Consumers are asked about culturally appropriate service delivery through the MHSIP. The MHSIP is performed every two years.
 - In addition, the Department monitors WAC compliance during licensing and certification reviews
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action Plan will be required for approval. Reference PRSN Corrective Action Plan Policy.