

**2009**

**SCHA Chemical Dependency Treatment Continuum  
SCHA working with Third Party Administrator (TPA): MMSI**

1. SCHA member counties, county sub-contracted providers, SCHA contracted providers, and TPA contracted providers will be responsible for coordinating and completing all Rule 25 Assessments for SCHA members.
2. SCHA member counties, county sub-contracted providers, SCHA contracted providers, and TPA contracted providers are required to:
  - use the Rule 25 Assessment form ( DHS form # 5204- Eng 3-08) when completing Rule 25 CD assessments for SCHA members; and
  - complete the Rule 25 Assessment and Placement Summary Document
3. SCHA member counties, county sub-contracted providers, SCHA contracted providers, and TPA contracted providers are required to notify the member of their appeal rights and right to a second assessment.
4. SCHA member counties, county sub-contracted providers, SCHA contracted providers, and TPA contracted providers (Rule 25 Assessors) are responsible for coordinating individual placement/treatment based upon member need identified within the Rule 25 Assessment.
5. SCHA member counties, county sub-contracted providers, SCHA contracted providers, and TPA contracted providers are required to utilize network providers for treatment for members.
  - A half-way house or extended care facility is required to hold a host county contract to be part of the SCHA /TPA network.
  - MMSI will track the use of non-network providers
  - SCHA and MMSI will coordinate efforts to add providers to the network as appropriate.
  - If there is a question about network providers; or
  - If there is an identified need to go outside of the network, the assessor should contact:

***MMSI Provider Services at [800-995-4543](tel:800-995-4543)***

6. SCHA member counties, county sub-contracted providers, SCHA contracted providers, and TPA contracted providers are responsible for assuring applicable timelines for the assessment process are met:
  - **20 days** from request for Rule 25 CD Assessment to appointment
  - **10 days** from assessment to completion of the Tool, determinations of need and authorization of service.
  - **45 days** between assessment update and treatment admission.
  - **6 months** required assessment update or new
  - Rule 25 Assessment Document (DHS form #5204Eng 3-08) must be forwarded to the treating provider **within 7 days** of the determination.
  
7. SCHA member counties, county sub-contracted providers, SCHA contracted providers, and TPA contracted providers are responsible for verifying managed care enrollment at the following times:
  - Date of request for assessment;
  - Date of assessment;
  - Assessment update or new assessment
  
8. Rule 25 Assessors are required to notify SCHA of completed assessments and prospective treatment by faxing the following information:
  - A copy of the Rule 25 Assessment and Placement Summary
  - SCHA Government CD Request Worksheet ( on SCHA website)

To: **SCHA c/o MMSI at fax # 1-888-889-7822**

9. Rule 25 Assessors are required to send the following documents to the treating provider/facility within 7 days of completing the assessment:
  - A copy of the completed Rule 25 Assessment form ( DHS #5204 Eng 3-08; and
  - a copy of the Rule 25 Assessment and Placement Summary
  
10. Billing codes for Rule 25 assessment:
  - MMSI: H0001/assessment
  - Rate: \$180/ assessment or a contract negotiated rate

11. All questions regarding the assessment process and requirements should be directed to:

**MMSI Provider Services at 800-995-4543**

12. All chemical dependency treatment providers are responsible for verifying the managed care enrollment of individuals who are being placed at the following times:
  - upon enrollment; and
  - the first of each month following placement
13. All chemical dependency treatment providers are required to notify SCHA of placement by faxing the following information to:

***SCHA c/o MMSI at 1-888-889-7822 (within 24 hours or the next business day following a weekend or holiday)***

- Rule 25 Assessment and Placement Summary
- SCHA Government CD Admission Worksheet ( on SCHA website)
  - MMSI will review the Government CD Admission Worksheet and fax this form back to the treating provider and create an authorization for payment.
  - If there are any questions, MMSI Behavioral Health Services will contact the provider.

14. Continuation of service after discharge

- The current treating provider requests preapproval of next level of care:
  - submit the Rule 25 Assessment and Placement Summary
  - Identify the level of care and provider being requested
- The receiving provider follows the procedures outlined in # 13 above

***SCHA c/o MMSI at 1-888-889-7822 (within 24 hours or the next business day following a weekend or holiday)***

15. The MMSI Behavioral Health Services staff will provide oversight of treatment and monitor for member progress and appropriateness of treatment. TPA staff will work collaboratively with SCHA member county Rule 25 staff as appropriate to ensure coordination of benefits.
  - Case management trigger for review will occur at the time of each placement review. Please refer to the SCHA Chemical Health Coding Structure Grid for information on placement review timelines.

16. The Placing Authority must provide service coordination for individuals receiving treatment and who have a risk description of 3 or 4 in Dimension IV, V, or VI.
  - a. Service coordination is defined as helping the client obtain services and support the client needs to establish a lifestyle free from the harmful effects of substance abuse disorder.
  - b. The Rule 25 assessor should indicate service coordination that is already in place for the client on the Rule 25 Assessment and Placement Summary.
  - c. This service could also be provided by the TPA or a treating provider.

17. Claims for chemical dependency treatment services should be submitted SCHA c/o MMSI using the appropriate coding structure.

***Important numbers:***

<b>MMSI Provider Services</b>	<ul style="list-style-type: none"><li>• <b>Network questions</b></li><li>• <b>Questions regarding billing, claims, covered services, and enrollment</b></li><li>• <b>Contracting questions</b></li><li>• <b>Authorization questions and reviews</b></li><li>• <b>Authorization for out-of-network providers</b></li></ul>	<b>1-800-995-4543</b>
<b>SCHA/MMSI fax number</b>	<ul style="list-style-type: none"><li>• <b>fax authorization requests and other required supporting documentation</b></li></ul>	<b>1-888-889-7822</b>
<b>SCHA Website</b>	<b><a href="http://www.mnscha.org">www.mnscha.org</a></b>	