

**Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
*Magellan Health Services of Arizona Edition***

Section 3.22 Out of State Placements for Children and Young Adults

- 3.22.1 Introduction**
- 3.22.2 Terms**
- 3.22.3 Procedures**
- 3.22.3-A. General requirements**
- 3.22.3-B. Conditions before a referral for out-of-state placement is made**
- 3.22.3-C. The Individual Service Plan (ISP)**
- 3.22.3-D. Initial notification to ADHS/DBHS Office of Medical Management**
- 3.22.3-E. Periodic updates to ADHS/DBHS Office of Medical Management**
- 3.22.4 References**
- 3.22.5 PM Forms**

3.22.1 Introduction

At times, it may be necessary to consider an out-of-state placement for a child or young adult to meet the person's unique circumstances or clinical needs. The following factors may lead a person's Child and Family Team (CFT) or Adult Recovery Team (ART) to consider the temporary out-of-state placement of a child or young adult.

- A child or young adult needs specialized programming not currently available in Arizona to effectively treat a specified behavioral health condition;
- An out-of-state placement's approach to treatment incorporates and supports the child's or young adult's unique cultural heritage;
- A lack of current in-state bed capacity; and/or
- Geographical proximity encourages support and facilitates family involvement in the person's treatment.

The Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) expects that decisions to place children or young adults in out-of-state placements for behavioral health care and treatment are examined closely and made after the CFT or ART have reviewed all other in-state options. Other options may include single case agreements with in-state providers that would allow enhanced programming or staffing to meet the specific needs of the person or the development of an Individual Service Plan (ISP) that incorporates a combination of support services and clinical interventions and takes advantage of the full extent of all available covered services to meet the clinically identified needs of the child or young adult. In the event that an out-of-state placement is necessary and supported by the CFT or ART, Tribal and Regional Behavioral Health Authorities (T/RBHAs) and their providers must follow the steps and procedures outlined in this section. Services provided out-of-state must meet appointment standards and timelines specified in [Section 3.2, Appointment Standards and Timeliness of Service](#).

3.22.2 Terms

Definitions for terms are located online at <http://www.azdhs.gov/bhs/definitions/index.php> and <http://www.magellanofaz.com/for-providers/provider-manual/definitions.aspx>. The following terms are referenced in this section:

**Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
*Magellan Health Services of Arizona Edition***

**Adult Recovery Team (ART)
Child and Family Team
Individual Service Plan (ISP)
Prior Authorization (PM 3.22)
Single Case Agreement**

3.22.3 Procedures

3.22.3-A. General requirements

When the T/RBHA is considering an out-of-state placement for a child or young adult, the following conditions apply:

- The CFT or ART will consider all applicable and available in-state services and determine that the services do not adequately meet the specific needs of the person;
- The person's family/guardian (not including those not under guardianship between 18 and under 21 years of age) is in agreement with the out-of-state placement;
- The out-of-state placement is registered as an AHCCCS provider;
- The out-of-state placement meets the Arizona Department of Education Academic Standards; and
- A plan for the provision of non-emergency medical care must be established.

3.22.3-B. Conditions before a referral for out-of-state placement is made

Documentation in the clinical record must indicate the following conditions have been met before a referral for an out-of-state placement is made:

- All less restrictive, clinically appropriate approaches have either been provided or considered by the CFT or ART and found not to meet the person's needs,
- The CFT or ART has been involved in the service planning process and is in agreement with the out-of-state placement;
- The CFT or ART has determined how they will remain active and involved in service planning once the out-of-state placement has occurred;
- A proposed ISP that includes a discharge plan has been developed that addresses the needs and strengths of the person (see [Section 3.9, Assessment and Service Planning](#));
- All applicable prior authorization requirements have been met (see [Section 3.14, Securing Services and Prior Authorization](#));
- The Arizona Department of Education has been consulted to ensure that the educational program in the out-of-state placement meets the [Arizona Department of Education Academic Standards](#) and the specific educational needs of the person;

Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
Magellan Health Services of Arizona Edition

- Coordination has occurred with other state agencies involved with the person, including notification to the DDD Medical Director when the individual is enrolled DD eligible;

The person's AHCCCS Health Plan Behavioral Health Coordinator or health care provider has been contacted and a plan for the provision of any necessary non-emergency medical care has been established and is included in the comprehensive clinical record. The Provider Network Organization (PNO) in coordination with the family/legal guardian will coordinate with the AHCCCS Health Plan to make arrangements and document all contacts and arrangements; and

- Cultural considerations have been explored and incorporated into the ISP; and
- In the event that a person has been placed out-of-state secondary to an emergency situation or unforeseen event, the T/RBHA must address all above conditions as soon as notification of the out-of-state placement is received.

3.22.3-C. The Individual Service Plane (ISP)

For a person placed out-of-state, the ISP developed by the CFT or ART must require that:

- Discharge planning is initiated at the time of referral or notification of admission, including:
 - The measurable treatment goals being addressed by the out-of-state placement and the criteria necessary for discharge back to in-state services;
 - The possible or proposed in-state residence where the person will be returning;
 - The recommended services and supports required once the person returns from the out-of-state placement;
 - What needs to be changed or arranged to accept the person for subsequent in-state placement that will meet the person's needs;
 - How effective strategies implemented in the out-of-state placement will be transferred to the persons' subsequent in-state placement; and
 - The actions necessary to integrate the person into family and community life upon discharge.
 - The CFT or ART actively reviews the person's progress with clinical staffings occurring at least every 30 days. Clinical staffings must include the staff of the out-of-state facility;
- The person's family/guardian is involved throughout the duration of the placement. This may include family counseling in person or by teleconference or video- conference;
 - The CFT or ART must ensure that essential and necessary health care services are provided; and
 - Home passes are allowed as clinically appropriate and in accordance with the [ADHS/DBHS Covered Behavioral Health Services Guide](#). For youth in Child Protective

Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
Magellan Health Services of Arizona Edition

Services (CPS) custody, home passes must be determined only in close collaboration with CPS.

3.22.3-D. Initial notification to ADHS/DBHS Office of Medical Management

T/RBHAs are required to notify ADHS/DBHS Office of Medical Management prior to a referral for out-of-state placement and upon discovering that a T/RBHA enrollee is in an out-of-state placement using [PM Form 3.22.1, Out-of-State Placement, Initial Notice](#). Prior authorization must be obtained prior to making a referral for out-of-state placement, in accordance with T/RBHA criteria (See [Section 3.14, Securing Services and Prior Authorization](#)). T/RBHAs may ask that providers assist with supplying the information required on the form and with providing copies of supporting clinical documentation.

What is the process for providing initial notification to ADHS/DBHS?

For behavioral health providers contracted with a RBHA, the provider notifies the RBHA of the intent to make a referral for out-of-state placement as follows:

- For children/adolescent and adults under the age of 21, the PNO/QSP is expected to follow the Magellan Provider Manual section 3.14.7–C, Prior authorization procedures for behavioral health providers contracted by a RBHA.
- If a child/adolescent or adult under age 21 is approved for a Level I, and all in-state Level I providers have been exhausted:
 - The PNO will coordinate with applicable key stakeholders (i.e. CPS, JPO, DDD) and verify they are in agreement for an out of state placement. If there is disagreement which cannot be resolved, the PNO may contact Magellan for assistance in resolution.
 - When the PNO and key stakeholders agree on the placement, the PNO will complete the PM form 3.22.1, Out of State Placement, Initial Notice and submit it to the Magellan Care Management Department.
 - The Magellan Care Management Department will review the form and forward it by fax or email to the ADHS/DBHS Office of Medical Management (facsimile number 602-364-4749) or DBHSMEDICALMANAGEMENT@azdhs.gov for review and approval **prior** to placing the child or young adult.
 - When the out of state placement is approved ADHS/DBHS, Magellan will notify the PNO and direct them to complete the out of state placement process.

Prior to placing the child or young adult or upon discovering that a TRBHA enrollee has been admitted to an out-of-state placement, the Behavioral Health Provider must complete [PM Form 3.22.1, Out-of-State Placement, Initial Notice](#) and submit it to Magellan who will forward it to the ADHS/DBHS Office of Medical Management via fax (602) 364-4749 or secure e-mail to DBHSMEDICALMANAGEMENT@azdhs.gov for approval of the out-of-state placement request.

For Tribal RBHAs (TRBHAs) in addition to following the established prior authorization process in [Section 3.14, Securing Services and Prior Authorization](#), the TRBHA completes [PM Form 3.22.1, Out-of-State Placement, Initial Notice](#). The request and required documentation are then submitted to ADHS/DBHS Office of Medical Management via fax (602) 364-4749 or secure e-mail to DBHSMEDICALMANAGEMENT@azdhs.gov for approval of the out-of-state placement request.

**Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
*Magellan Health Services of Arizona Edition***

3.22.3-E. Periodic updates to ADHS/DBHS Office of Medical Management

In addition to providing initial notification, the T/RBHA is required to submit updates to ADHS/DBHS Office of Medical Management regarding the person's progress in meeting the identified criteria for discharge from the out-of-state placement every 90 days. To adhere to this requirement, T/RBHAs must use [PM Form 3.22.2, Out-of-State Placement, 90-Day Update](#). T/RBHAs may ask that providers assist with providing the information required on the form.

Once completed, T/RBHAs must submit the form to ADHS/DBHS Office of Medical Management via fax (602) 364-4749 or secure e-mail to DBHSMEDICALMANAGEMENT@azdhs.gov every 90 days the person continues to remain in out-of-state placement. The 90 day update timelines will be based upon the date of admission to the out-of-state placement as reported by the T/RBHA to ADHS/DBHS via email to DBHSMEDICALMANAGEMENT@azdhs.gov.

Every 90 days, Magellan requires the High Needs case manager to complete the [PM FORM 3.22.2](#). The PNO faxes the completed form to Magellan's Care Management Department at (888) 568-6147. Magellan reviews the form for completeness and submits it to the ADHS/DBHS Office of Utilization Management.

3.22.4 References

The following citations can serve as additional resources for this content area:

[R9-21-101 et seq.](#)

[AHCCCS/ADHS Contract](#)

[ADHS/RBHA Contracts](#)

[ADHS/Tribal IGAs](#)

[Section 3.2 Appointment Standards and Timeliness of Service](#)

[Section 3.9, Assessment and Service Planning](#)

[Section 3.14, Securing Services and Prior Authorization](#)

[ADHS/DBHS Practice Protocol Child and Family Team Practice](#)

[ADHS/DBHS Covered Behavioral Health Services Guide](#)

[Arizona Department of Education Academic Standards](#)

[Guiding Principles for Recovery-Oriented Adult Behavioral Health Services and Systems](#)