

Bulletin

January 19, 2007

Minnesota Department of Human Services ■ P.O. Box 64985 ■ St. Paul, MN 55164-0985

OF INTEREST TO

- County Directors
- Tribal Directors
- County Mental Health Directors, Supervisors and Staff
- Tribal Mental Health Directors, Supervisors and Staff
- Health Plans
- Community Mental Health Centers
- Mental Health Providers
- Collaborative Coordinators

ACTION

Please apply for certification as necessary.

EXPIRATION DATE

December 31, 2008

DHS Announces Provider Certification and Re-Certification Process for Children's Therapeutic Services and Supports and Children's Mental Health Crisis Response Services

TOPIC

Current providers must complete the Children's Therapeutic Services and Supports (CTSS) or Mental Health Crisis Response Services re-certification process prior to expiration of their certification.

PURPOSE

Prepare counties and providers for implementing CTSS and/or Mental Health Crisis Response Services provider certification and re-certification process.

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SIGNED

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Background

The 2003 Minnesota Legislature approved legislation authorizing the Commissioner of the Minnesota Department of Human Services (DHS) to develop and implement a provider agency application and certification process for providers of Children's Therapeutic Services and Supports (Minnesota Statutes, section 256B.0943). The administrative and clinical infrastructure standards from Children's Therapeutic Services and Supports (CTSS) are also used for children's Mental Health Crisis Response Services (Minnesota Statutes, section 256B.0944).

CTSS and Mental Health Crisis Response Service certification was effective July 1, 2004. The majority of re-certification must occur prior to June 30, 2007 to prevent expiration of a provider's ability to file claims with Minnesota Health Care Programs (MHCP) for CTSS or Crisis Response Services.

Provider Certification and Re-certification Process

Certification is the process of establishing a provider's eligibility to file claims with Minnesota's Medical Assistance program for CTSS or children's Mental Health Crisis Response Services. Effective January 1, 2007, DHS is implementing new procedures for CTSS and Mental Health Crisis Response Services certification and re-certification. Please read the following sections carefully to determine which process your agency must follow.

Certification Types

There are four types of certification:

- Initial Children's Therapeutic Services and Supports
- Initial Children's Mental Health Crisis Response Services
- Children's Therapeutic Services and Supports Re-Certification and
- Children's Mental Health Crisis Response Services Re-Certification

Initial CTSS Primary Certification

Under the initial primary certification process, a provider will go through a more intensive certification process. (Exception: Schools choosing school Option 1 or 2)

Most providers submit the CTSS Primary Certification Application Version Two. Schools and school districts may choose from three options. Providers who provide the full array of CTSS components submit this application. This includes county, tribal health programs (Indian Health Services or 93-638 facilities), and non-county providers (excluding schools choosing school Option 3).

Public schools and school districts as defined in Individualized Education Program (IEP) Services Technical Assistance Guide to document need to evaluate and choose one of three options which will determine the process and application they must use. Prior to making a decision on which option to choose, school and school districts should review *CTSS Overview for Schools and School Districts* and *CTSS School District Options* table. The options include:

- **Option 1 - IEP-Evaluations.** Under Option 1, the school seeks reimbursement from MHCP for IEP evaluations only. The applicant completes an on-line notification.
- **Option 2 - IEP-Mental Health services.** Under Option 2, the school could deliver the following services to students on an IEP:
 - Psychotherapy (individual, family and group)
 - Skills Training (individual, family and group)
 - Crisis Assistance
 - Mental health behavioral aide (MHBA) services and direction of MHBA
 - Children's Day Treatment. Applicant completes on-line application.
- **Option 3 – IEP and Non-IEP.** Under Option 3, the school delivers CTSS services to students with or without an IEP. Covered services are the same as Option 2. The school must complete the same certification and application process as any other community provider. Complete and submit *CTSS Primary Certification Application School Option 3 Version One*

Initial Mental Health Crisis Response Services Primary Certification

Providers of children's mental health crisis response services submit *Mental Health Crisis Response Services Application Version Two*.

Re-Certification

Re-certification is the process of renewing or extending a provider's eligibility to file claims with MHCP for CTSS or Crisis Response Services. Re-certification includes:

- **CTSS** (county, tribal and non-county providers) - Providers must complete and submit *CTSS Primary Re-certification Version One*
- **Crisis Response Service** - Providers must complete and submit *Mental Health Crisis Response Services Primary Re-certification Version One*.

Overview of Certification Process

Both the initial and re-certification review processes determine whether the applicant meets administrative infrastructure and clinical infrastructure, and service delivery standards. For CTSS, those standards are found in Minnesota Statutes, section 256B.0943. Children's Mental Health Crisis Response Services use standards from Minnesota Statutes, section 256B.0944, which include Minnesota Statutes, section 256B.0943, subdivision 5 and 6.

The provider certification process includes Primary Certification and Local Certification.

- Primary Certification involves approval and acceptance of the provider's application based on standards identified in Minnesota Statutes, section 256B.0943 or Minnesota Statutes, section 256B.0944 and other applicable rules for mental health provider reimbursed under MHCP.

CTSS day treatment providers who are not outpatient hospitals or community mental health centers must have a county contract in addition to being certified for CTSS.

- Local Certification (for non-county entities only) involves county approval of the provider's compliance with local coordination criteria, and knowledge of local health and mental health resources by the host (or lead) county and each non-host county where the provider plans to provide services. Schools under school Options 1 and 2 do not apply for local certification.

Primary Certification and Re-certification for Non-county Agencies

Primary certification and re-certification for non-county agencies involves both the state and the applicant's host county mental health authority. Even though all applications are submitted to DHS, the counties and DHS will review the application to determine whether or not the provider meets applicable standards and should be certified. (Exception: counties will not be part of the review team for applications submitted by Tribal health programs and school option 1 and 2.)

The applicant must submit a complete application. Incomplete applications will be sent back to the applicant with a letter identifying missing information.

Complete applications will be reviewed through a cooperative effort. DHS and county staff will review the application separately and then jointly to determine whether or not the applicant meets requirements. Reviewers will take one of three actions:

- If reviewers cannot determine whether the applicant meets requirements, the applicant will be asked to provide additional information. DHS will send out a request for information letter. (see Attachment A for letter template) The applicant will have 60 days to respond to the request. If a response is not received within 60 days the application will be denied.
- If the applicant barely meets requirements and demonstrates a minimal understanding of the Minnesota Health Care System, the applicant is given a one year provisional certification with the expectation that the provider will seek training. Within twelve months of the issuance of the certification, the Children's Mental Health Division will conduct an on-site review to examine agency policies and procedures, client records, and any other information that may be necessary to confirm compliance with standards in Minnesota Statutes, section 256B.0943 or 256B.0944.
- If the applicant meets requirements without any concerns, the applicant is certified for a three year period.

Primary Certification and Re-certification for County Operated Entities, Indian Health Service Facilities, and 93-638 Facilities

Review of primary certification for county operated entities, Indian Health Service facilities, and 93-638 facilities follow the same procedures as outlined in the primary certification for non-county entities except that the review team only includes DHS Children's Mental Division reviewers.

Eligible Tribal entities may complete the same primary certification application process as a county. The tribe could, however, submit an alternative for the mental health professional requirements as allowed under Minnesota Statutes, section 256B.02. The Minnesota Department

of Human Services, Children's Mental Health Division will guide the tribe through the application process. The tribe could also choose to submit an alternative certification process for both primary and local certification.

County agencies should apply for local certification in every county they wish to provide services. Tribal health agencies do not need local certification.

Materials Available for Initial Certification

The following documents were developed for initial CTSS certification:

- *Children's Therapeutic Services and Supports Provider Certification Process* explains what must be done by a provider, the reviewing agencies (county and state), and DHS as the certifying entity. It also gives an overview of the timelines.
- *Children's Therapeutic Services and Supports Application Guideline* guides the provider through the application requirements.
- *Children's Therapeutic Services and Supports Primary Certification Application Version Two* is the previously described application that requests information about the provider's administrative and clinical infrastructure and service delivery system. It also includes assurance statements a provider agency must sign.

The following three documents were developed specifically for public schools and school districts for initial CTSS certification:

- *Children's Therapeutic Services and Supports Provider Certification Process School Option 3* explains what must be done by a school or school district submitting an application and by the Minnesota Department of Human Services (DHS) as the reviewing and certifying entity. It gives an overview of the timelines.
- *Children's Therapeutic Services and Supports School Option 3 Primary Certification Guideline* guides the provider through the application.
- *Children's Therapeutic Services and Supports School Option 3 Primary Certification Application* requests information about the provider's administrative and clinical infrastructure and service delivery system. It also includes assurance statements an applicant must sign.

Instructions for Option 1 and Option 2 for public schools and school districts are located on the DHS web site.

Re-certification Application Materials

The following documents were developed for CTSS re-certification:

- *Children's Therapeutic Services and Supports Re-certification Process* provides an overview of the re-certification process.
- *Children's Therapeutic Services and Supports Re-certification Application Instructions* explains how to complete the application and provides information about each section of the application.

- *Children's Therapeutic Services and Supports Re-certification Application* requests information about the provider's administrative and clinical infrastructure and service delivery system. It includes assurance statements an applicant must sign.

The following documents were developed for Children's Mental Health Crisis Response Services re-certification:

- *Children's Mental Health Crisis Response Services Re-certification Process* provides an overview of the re-certification process.
- *Children's Mental Health Crisis Response Services Re-certification Application Instructions* explains how to complete the application and provides information about each section of the application.
- *Children's Therapeutic Services and Supports Re-certification Application* requests information about the provider's administrative and clinical infrastructure and service delivery system. It includes assurance statements an applicant must sign.

All of the above documents are located on the DHS web site <http://dhs.state.mn.us> in the Children's Mental Health section and in the provider section.

Actions Requested

Counties can prepare for their role as reviewers of non-county provider agencies through the process described in the above materials. Local certification should be based on the adequacy of the provider's knowledge of the county's local health and human services system and on the ability of the provider to coordinate with other services.

Providers (county and non-county) interested in seeking certification as Medical Assistance providers of CTSS should:

- Acquaint themselves with the certification process, guideline, and application
- Review their agency's systems and practices and determine whether changes need to be made to comply with Medical Assistance and CTSS or Mental Health Crisis Response Services standards
- Make application for primary and local (if needed) certification when ready.

Technical Assistance

To prepare counties and providers for implementing these changes, DHS will offer information sessions. The sessions are for providers, county planners, contract managers, supervisory staff and others who will be part of the primary or local certification or re-certification process.

An announcement regarding date, time and location of sessions is on the DHS web site in the Children's Mental Health Section.

Legal Reference

Minnesota Statutes, section 256B.0943 and Minnesota Statutes, section 256B.0944.

Special Needs

This information is available in other forms to persons with disabilities by calling (651-431-2321), or contact us through the Minnesota Relay Service at 1 (800) 627-3529 (TTY) or 1 (877) 627-3848 (speech-to-speech relay service).