

Magellan Compliance Notebook

January, 2013

At Magellan we strive for the highest quality of care for our members and we realize as a corporation the utmost importance of continual education in order to uphold the necessary state regulations. Please find below some key points of Chapter 5260 Family Based Mental Health Services for Children and Adolescents.

5260.42 Record Contents:

(K) Entries and progress notes for every contact, including the nature, duration and results of the contact, with the date, the signature and **legible** name of the responsible staff person who provided the services;

No services may be billed without proper supporting documentation by the team member. (pg 17)

5260.43 Treatment Plan:

(E) Progress notes must clearly record the delivery of services and how the services relate to the attainment of the goals set forth in the treatment plan. (pg 18)

5260.45 Payment:

(F) Services provided while a child or adolescent is in the psychiatric inpatient or residential treatment setting **cannot** be submitted for payment until the child or adolescent returns home to continue involvement in Family Based Mental Health services. Federal reimbursement is available **only** for contacts made during the 30 day period prior to discharge. Family Based Mental Health Services provided prior to the 30 days immediately preceding discharge from an inpatient or residential treatment facility, or those provided to a child who inadvertently does not return to Family Based Mental Health Services following discharge, may be reimbursed through the county mental health allocation. (pg 20)

The unit of service for billing purposes shall be a **quarter hour** or major portion thereof in which a member of the team is in **face-to-face** or **telephone contact** with a member of the family or friends, service providers or other essential persons for the purpose of assisting the family in meeting treatment goals or is in travel to sites of service outside of the provider agency. (pg 20)

Travel time to and from service delivery may be billed. In the event a team delivered services is provided and the team members travel separately to the service location, **ONLY** the travel of the team member who travels farthest is billable. (pg 20)

In the event a scheduled contact does not occur due to the absence of the individual with whom the appointment was scheduled, documentation should be made and reimbursement is available for the

time spent in travel. Reimbursement is **NOT** allowable for the time spent waiting for the appointment.
(pg 21)

In the event a team or team member attempts a contact that has not been previously scheduled and the individual with whom the contact was to occur is not available, **NO** reimbursement is allowed. (pg 21)

*****Please remember that medical records are a legal document that can be subpoenaed in a court of law at anytime. Make sure your documentation is legible, thorough, and comprehensive. Task, therapies, activities etc that are not documented, were not completed.*****

Enclosed, please find the Family based regulations to keep as a copy. Please refer to it often as it will become a great resource to keep your facility in compliance.

Please also see the second attachment from OMHSAS, this was emailed previously on 7/24/2012, as a reminder on the Final policy clarification on Updated Family Based Mental Health Services (FBMHS) Procedures, PC #04-2012

Thank you for being a Magellan provider and working together to provide ethical and high quality of care to our members!