

**South Carolina**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Post Office Box 8206**  
**Columbia, South Carolina 29202-8206**  
[www.scdhhs.gov](http://www.scdhhs.gov)

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MHRC

# MEDICAID BULLETIN

**TO: Child - Placing State Agencies and  
Psychiatric Residential Treatment Facility Providers**

**SUBJECT: Pre - Admission Criteria for Psychiatric Residential Treatment  
Facilities**

The purpose of this Bulletin is to provide a general overview of new statewide requirements for placement of children in Psychiatric Residential Treatment Facilities (PRTF). **Effective July 1, 2009**, in an effort to move towards standardized pre-admission criteria for placement in a PRTF, the South Carolina Department of Health and Human Services (SCDHHS) will require use of the Child and Adolescent Level of Care Utilization System (CALOCUS) as the instrument and/or tool to determine the Level of Care (LOC) for all initial admissions and re-assessments for continued treatment. Child-placing agencies must ensure that the CALOCUS is administered for all children 0-21, prior to admission, to determine if placement in a PRTF is appropriate. Any beneficiaries who were residents of the facility as of June 30, 2009, must have the CALOCUS administered by the six-month anniversary date of their placement.

**Please note**, the CALOCUS will be required for admission to a PRTF in addition to the Certificate of Need (CON) requirements for services (Code of Federal Regulations 42 CFR 441.152) depending on the type of admission. After 6 months, DHHS will evaluate the use of the CALOCUS and will determine the need for revisions to this policy.

### **Administration of CALOCUS**

The CALOCUS must be administered by a Licensed Practitioner of the Healing Arts (LPHA) who has successfully completed training on the CALOCUS and passed a competency test. Additionally, master's level clinical staff with at least three years experience working with children and families who have successfully completed training on the CALOCUS and passed a competency test may be eligible to administer the CALOCUS, with prior written approval from SCDHHS.

### **Training**

The CALOCUS instrument was developed by the American Association of Community Psychiatrists (AACCP). Deerfield Behavioral Health, Inc. (Deerfield) offers enhanced computerized versions of these tools, enabling the clinician to perform an assessment quickly and accurately.

Deerfield is the exclusive provider of software for the CALOCUS clinical assessment tool. For more information about any of their software products or to arrange training at your agency's/organization's expense, contact:

Robert Benacci or visit <http://locusonline.com/>  
(814) 456-2457, ext.202  
[robb@dbhn.com](mailto:robb@dbhn.com)

The SCDHHS is arranging CALOCUS training through the South Carolina Department of Mental Health. There will be two sessions prior to June 30, 2009, and two additional sessions prior to December 31, 2009 provided at no cost. Training details will be provided in a separate notification.

### **LOC Requirements**

Under the new pre-admission requirements, children receiving a CALOCUS score of 5 or above will meet LOC for PRTF placement. In addition, children receiving a CALOCUS score of 4 may also meet the LOC, provided there is sufficient documentation clearly indicating more intensive services are needed. If a child does not meet any of the above criteria, Medicaid cannot be billed by a PRTF.

Prior to placing a child in a PRTF, all child-placing agencies must first obtain the LOC CALOCUS score for the child and send/fax the scored worksheet, along with all pertinent documentation, to the facility for their clinical record. SCDHHS, or its designee, will conduct periodic reviews of initial LOC determinations and re-assessments.

### **Re-assessments**

LOC re-assessments must be obtained at a minimum of every six months, or as necessary, to determine the need for continued treatment. Re-assessments shall be completed by the PRTF and results shared with the child-placing agency to ensure all children in placement continue to meet PRTF LOC requirements. The re-assessment, CALOCUS score, and any other pertinent documentation must be sent/faxed to the child-placing agency for review and affirmation. If a child no longer meets the PRTF placement LOC based on their CALOCUS score, the facility must notify the child-placing agency immediately to begin discharge planning. Discharge from the facility must occur within 30 calendar days of the reassessment.

### **Appeals Rights**

If a beneficiary is denied placement based on the CALOCUS score, the child-placing agency must inform the beneficiary in writing of the decision and their right to appeal. The South Carolina Medicaid appeals process is not reconsideration or claims review process. It is a formal process that should be considered as an avenue of last resort to be used in attempting to resolve or settle a dispute(s). Providers should work with the beneficiary in an effort to resolve or settle a dispute(s) before requesting an appeal hearing.

In accordance with regulations of SCDHHS, a beneficiary wishing to file an appeal must send a letter requesting a hearing along with a copy of the notice of adverse action or denial

or service in question. The request for an appeal hearing must be made within 30 days of the date of receipt of the notice of adverse action. Letters requesting an appeal hearing should be sent to the following address:

Division of Appeals and Hearings  
Department of Health and Human Services  
Post Office Box 8206  
Columbia, SC 29202-8206

If an appeal is filed, a SCDHHS Hearing Officer will conduct a fair hearing in accordance with the agency's appeal regulations and the South Carolina Administrative Procedures Act.

Your continued support of the South Carolina Medicaid Program is appreciated. Should you have any questions or concerns regarding this bulletin, you may contact your program representative at (803) 898-2565.

/S/  
Emma Forkner  
Director

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**Note:** To receive Medicaid bulletins by email, please register at <http://bulletin.scdhhs.gov/>. To sign up for Electronic Funds Transfer of your Medicaid payment, please go to <http://www.dhhs.state.sc.us/dhhsnew/hipaa/index.asp> and select "Electronic Funds Transfer (EFT) for instructions.