

**South Carolina**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Post Office Box 8206**  
**Columbia, South Carolina 29202-8206**  
[www.scdhhs.gov](http://www.scdhhs.gov)  
December 22, 2009

Hosp  
MHRC

# MEDICAID BULLETIN

**TO:** Child Placing State Agencies and Psychiatric Residential Treatment Facilities

**SUBJECT:** Child and Adolescent Level of Care Utilization System (CALOCUS) On-line Training and Policy Requirements/Clarification

## **I. New On-line Training for CALOCUS**

The South Carolina Department of Health and Human Services (SCDHHS) is pleased to announce its on-line training for CALOCUS, effective **January 1, 2010**. Qualified employees of Medicaid service providers may register for this training at <http://training.scdhhs.gov/academy>. The training will be available on-line 24 hours per day, seven days per week. This training is designed to provide clinicians with in depth knowledge of the CALOCUS and how to score the instrument. Successful mastery of a competency test is required to receive DHHS certification.

The CALOCUS training is limited to Licensed Practitioners of the Healing Arts (LPHA) and master's level clinical professionals with three years of experience working with children and families. Master's level clinical professionals must have prior written approval from SCDHHS to be eligible for certification. Non-licensed clinical professionals must submit a copy of their degree and/or an official copy of their transcript, along with a copy of their employment application and resume to be considered for certification. The written request for consideration from the employer must be mailed to:

South Carolina Department of Health and Human Services  
Attention: CALOCUS  
Post Office Box 8206  
Columbia, SC 29202-8206

## **II. REITERATION OF DHHS CALOCUS POLICY REQUIREMENTS**

Effective July 1, 2009, SCDHHS began requiring the use of the CALOCUS as the standardized pre-admission criteria for all South Carolina Medicaid children or

adolescents being considered for placement in a Psychiatric Residential Treatment Facility (PRTF). It is the responsibility of the Child Placing State Agency to either administer, or designate someone to administer the CALOCUS. Only clinical professionals certified by DHHS may administer the CALOCUS.

All children being considered for placement in a PRTF after July 1, 2009, must be administered a CALOCUS prior to admission. Children in placement prior to July 1, 2009, must receive a CALOCUS prior to their anniversary date of placement.

Children who were placed in a PRTF on July 1, 2008, through September 30, 2008, must be administered CALOCUS within 90 calendar days of their anniversary date of placement. CALOCUS is required at least every 12 months thereafter. Children who are expected to remain at this Level of Care (LOC) must be re-certified at least on or before their annual anniversary date of placement.

Children receiving a CALOCUS score of 5 or above will meet the 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 for PRTF services. For children that meet PRTF LOC, consideration should be given to the appropriateness of community-based treatment alternatives prior to placement. For additional information on the Children's Health Access in Community Environment (CHANCE) Alternative to PRTF waiver, please visit the website: <http://www.chance.sc.gov/>.

The CALOCUS is to be administered prior to admission to a PRTF whenever there is a significant change or consideration for a change in LOC, and at least annually. A face-to-face assessment with the beneficiary within the last 30 days is required to complete the CALOCUS. The person scoring the CALOCUS may/may not be the person that completed the face-to-face assessment. However, information should be based on current problems of the child identified during the assessment. For the Initial Assessment, "past history" is not limited by a specific timeframe. For re-assessments, past history refers to the previous 60 days.

Effective October 1, 2009, the DHHS CALOCUS Score Sheet must be completed and filed in the clinical record. A summary that justifies the LOC decision is required on the CALOCUS Score Sheet (Additional Information Section of the form). Each Dimension must be rated and information for which the rating is based must be included in the Comments section. Justification to support CALOCUS scores of 4 must be clearly documented in the record or be readily available upon request. The Medicaid Psychiatric Hospital Services policy manual has been updated to reflect these requirements.

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If you have any questions regarding this bulletin or any other Medicaid billing or policy questions, please contact your Program Representative at (803) 898-2565. Thank you for your continued support and participation in the South Carolina Medicaid program.

/S/  
Emma Forkner  
Director

EF/mwcj

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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.