

**ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF BEHAVIORAL HEALTH SERVICES
DIVISION DOCUMENT REVISION NOTICE**

The Arizona Department of Health Services/Division of Behavioral Health Services has revised the below referenced document(s), indicated by **BOLD** print and the symbol **[X]**. The attached matrix includes a detailed description of the changes impacting the selected document(s). The revised document(s) will be posted to the ADHS/DBHS website on or around the effective date. Please direct any questions regarding this Division document revision notice to Margaret Russell at (602) 364-4658 or via electronic mail at russelm@azdhs.gov.

DIVISION DOCUMENT	ADHS/DBHS PROVIDER MANUAL	ADHS/DBHS POLICY AND PROCEDURES MANUAL	ADHS/DBHS PROGRAM SUPPORT PROCEDURES MANUAL	ADHS/DBHS COVERED BEHAVIORAL HEALTH SERVICES GUIDE
REVISION [X]		[X]		
DIVISION DOCUMENT	CLIENT INFORMATION SYSTEM (CIS) FILE LAYOUT AND SPECIFICATIONS MANUAL	OFFICE OF GRIEVANCE AND APPEALS DATABASE MANUAL	ADHS ACCOUNTING AND AUDITING PROCEDURES MANUAL	FINANCIAL REPORTING GUIDE FOR REGIONAL BEHAVIORAL HEALTH AUTHORITIES
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS QUALITY MANAGEMENT/UTILIZATION MANAGEMENT PLAN	ADHS/DBHS PREVENTION FRAMEWORK FOR BEHAVIORAL HEALTH	AHCCCS MEDICAL POLICY MANUAL-CHAPTERS 900 AND 1000	ADHS/DBHS STRATEGIC PLAN
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS CULTURAL COMPETENCE PLAN	ADHS/DBHS CLINICAL GUIDANCE DOCUMENTS	TITLE XIX CHILDREN'S BEHAVIORAL HEALTH ANNUAL ACTION PLAN	
REVISION [X]				

**ADHS/DBHS POLICY AND PROCEDURES MANUAL QM 2.1, MEDICAL CARE
EVALUATION STUDIES**

Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
QM 2.1 MCE studies	Spell out of the acronyms through all the document	ADHS/ Arizona Department of Health Services, T/RBHA Tribal and Regional Behavioral Health Authorities. Due to the combination of the forms 8.5.1 and 8.5.2 and the change to the Final results attachment to PM form 8.5.2, The form PM Form 8.5.1, MCE Medical Care Evaluation Study Request For Registration and Evaluation Methodology, combines the registration and the methodology. In consequence, the language throughout the policy was adapted to reflect the changes, and now does not mention attachments.	07-15-10
QM 2.1 MCE studies	Content	Behavioral health recipient replaces the reference to patient.	07-15-10
QM 2.1 MCE studies	Purpose	Added Behavioral (health facilities)	07-15-10
QM 2.1 MCE studies	References	All the references and links where revised for accuracy, and some where updated.	07-15-10
QM 2.1 MCE studies	Procedures	New language was added to provide clarification in regards to DBHS internal processes: 1. ADHS/DBHS will ensure the systematic application of MCE study topics and methodologies across T/RBHAs via review of statewide utilization data trends. T/RBHA proposed MCE study proposals, study methodologies and supporting data will be reviewed via the ADHS/DBHS MM/UM Committee. Final approval of ADHS/DBHS systemic MCE studies will occur at the ADHS/DBHS MM/UM Committee. As per AHCCCS recommendations. The Level 1 facilities were included using the language (categories) from the Covered Services Guide.	07-15-10
QM 2.1 MCE studies	Procedures 2.	Under: 2. Responsibilities and Requirements Deleted... "...in progress and an additional MCE study completed annually..." Reworded as	07-15-10

		"...at least one MCE study completed annually and proposes an additional MCE study annually..."	
QM 2.1 MCE studies	Procedures 2. (b)	"...Any request for <u>exception</u> ...", was replaced with <u>exception</u>	07-15-10
QM 2.1 MCE studies	Procedures 1. (j) deleted	Section deleted by MM/UM request: <ul style="list-style-type: none"> ▪ If a T/RBHA provides Title XIX certified inpatient hospital, mental hospital, residential treatment center or sub-acute services, then the home T/RBHA Quality Management or Utilization Review Committee determines the methods to be used in selecting and conducting medical care evaluation studies in the facility. For T/RBHA subcontracted providers that provide Title XIX certified inpatient hospital, mental hospital, residential treatment center or sub-acute services, the subcontracted provider Quality Management or Utilization Review Committee determines the methods to be used in selecting and conducting medical care evaluation studies in the subcontracted provider facility. In either case, the selection of the MCE study is the responsibility of the facility that provides the service. 	07-15-10
QM 2.1 MCE studies	Procedures 2. (j) (2)	Duration was replaced with length	07-15-10
QM 2.1 MCE studies	Procedures 2. (j) (3)	Reworded for consistency as follows: (3) Include recommendations for improvements beneficial to behavioral health recipients, the facility and the community; and	07-15-10
QM 2.1 MCE studies	Procedures 2. (j) (4)	Sentence added: "...dependent upon the scope of the MCE study." Sentence deleted: "...may be utilized to supplement the above referenced data sources..."	07-15-10
QM 2.1 MCE studies	Procedures 2. (m)	Deleted: "...or designate certain providers or categories of admissions for review prior to admission..." Added "...based on the study findings..."	07-15-10
QM 2.1 MCE studies	Procedures 2. (n)	Medical Management was added when	07-15-10

		<p>referring to Utilization Review Committee.</p> <p>Final report was added after study.</p> <p>Deleted:</p> <p>"...are meaningful and that the study methodology is sound..."</p> <p>Replaced with:</p> <p>"...viable for use in improving the quality of care provided to behavioral health recipients..."</p>	
QM 2.1 MCE studies	Procedures 2. (a) (deleted)	<p>Subtitle deleted:</p> <p>For Medical Care Evaluation Studies in process during a year:</p>	07-15-10
QM 2.1 MCE studies	Procedures 3. (c) and (d)	Language reworded for accuracy due to the forms changes.	07-15-10
QM 2.1 MCE studies	Procedures 3. (e)	<p>Language:</p> <p>e) If the final results are not approved by the home T/RBHA, any requests for provider follow up to final results should be submitted to the home T/RBHA.</p>	07-15-10
QM 2.1 MCE studies	Procedures 3. (j)	<p>This subsection was reworded for consistency as follows:</p> <p>Annually, by November 30th, a summary of the MCE studies results will be reviewed at the ADHS/DBHS MM/UM Committee and presented to the ADHS/DBHS Quality Management Committee.</p> <p>October 1st replaced by November 30th.</p>	07-15-10
QM 2.1 MCE studies	Signatures	Were replaced for the current Acting Deputy Director and the Acting Chief Medical Officer.	07-15-10
QM 2.1 MCE studies	Forms	<p>Before the policy made reference to 5 attachments that includes the forms and the instructions to complete the forms.</p> <p>Due to the combination of the forms 8.5.1 and 8.5.2 and the change to the Final results attachment to PM form 8.5.2, the language throughout the policy was adapted to reflect the changes.</p> <p>Now the forms are actually the same as in PM Section PM 8.5, all the hyperlinks were updated to reflect the form titles.</p> <p>Two forms (8.5.1 and 8.5.2) and (1 attachment) will be included in this policy those are:</p> <ul style="list-style-type: none"> PM Form 8.5.1, MCE Medical Care Evaluation Study Request For Registration 	07-15-10

		<p>and Evaluation Methodology).</p> <ul style="list-style-type: none"> PM Form 8.5.2 Medical Care Evaluation – Provider and T/RBHA Review of Final Results Attachment 1- sample reciprocity agreement. 	
QM 2.2, Showing Report	C. Policy A.1	<p>The language has been revised to state:</p> <p>“RBHAs shall submit a Quarterly Showing Report to ADHS/DBHS. The report shall demonstrate compliance with federal certification of need (CON) and recertification of need (RON) requirements.</p> <p>ADHS/DBHS shall complete showing report requirements related to TRBHAs. The TRBHAs shall review and attest to the validity of the Quarterly Showing Report.”</p>	7/15/10
QM 2.2, Showing Report	D. References	Added reference to the ADHS/TRBHA IGAs	7/15/10
QM 2.2, Showing Report	F. Procedures 3.b	<p>Paragraph removed as the information no longer applies:</p> <p>“Provide feedback to each T/RBHA regarding the outcome of the ADHS/DBHS review of the information provided by the T/RBHA, including any recommendations or requirements for performance improvement.”</p>	7/15/10

**ADHS/DBHS POLICY & PROCEDURES MANUAL SECTION
QM 2.2, Showing Report**

Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
QM 2.2, Showing Report	C. Policy A.1	<p>The language has been revised to state:</p> <p>“RBHAs shall submit a Quarterly Showing Report to ADHS/DBHS. The report shall demonstrate compliance with federal certification of need (CON) and recertification of need (RON) requirements.</p> <p>ADHS/DBHS shall complete showing report requirements related to TRBHAs. The TRBHAs shall review and attest to the validity of the Quarterly Showing Report.”</p>	7/15/10
QM 2.2, Showing Report	D. References	Added reference to the ADHS/TRBHA IGAs	7/15/10
QM 2.2, Showing Report	F. Procedures 3.b	<p>Paragraph removed as the information no longer applies:</p> <p>“Provide feedback to each T/RBHA regarding the outcome of the ADHS/DBHS review of the</p>	7/15/10

		information provided by the T/RBHA, including any recommendations or requirements for performance improvement."	
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