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North Sound Behavioral Health Administrative Services Organization, LLC

Section 1500 – Clinical: Children’s Long-Term Inpatient Program (CLIP) Care Coordination

Authorizing Source: HCA Contract

Approved by: Executive Director

Date: 11/03/2020

Signature:

POLICY # 1529.00

SUBJECT: CHILDREN’S LONG-TERM INPATIENT PROGRAM (CLIP) CARE COORDINATION

PURPOSE

To ensure appropriate admissions for non-Medicaid youth, quality care coordination between North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO), outpatient providers, Managed Care Organizations (MCO), the Children’s Long-Term Inpatient Program (CLIP) and appropriate discharges to family or the most normalizing/family-like community settings possible. For Medicaid eligible youth, the North Sound BH-ASO will act only as the Regional CLIP Committee convener.

POLICY

CLIP is the highest level of treatment for youth who have a severe psychiatric impairment that warrants the restrictions and intensity of the treatment provided by this program. North Sound BH-ASO is committed to active care coordination with CLIP to assist with appropriate admissions, high quality and effective inpatient treatment and rapid discharge/return to community from CLIP.

PROCEDURE

Regional CLIP Committee

The core CLIP Committee members review all voluntary CLIP applications and case consultations (Medicaid and non-Medicaid) and consist of, but not limited to , North Sound BH-ASO CLIP Liaison, Managed Care Organizations (MCO) representatives, Department of Children, Youth & Family (DCYF) representative, Developmental Disabilities Administration (DDA) representative, Northwest Educational Service District (NWESD) 189 representative, other allied systems and parent and/or peer partner as available. For non-Medicaid youth voluntary applications or case consultations, the North Sound BH-ASO Medical Director is included on the CLIP Committee. The behavioral health outpatient provider and the guardian specific to that youth are required to attend. The remainder of the committee is comprised of members specific to the youth being considered for CLIP level care as appropriate and available. These members include, but are not limited to, the youth (as clinically/age appropriate) and any other involved or relevant allied systems (e.g. SUD, JJRA, school, etc.) and any natural supports (e.g. friend, other family members, pastor, etc.).

While youth voice is important, the Regional CLIP Committee does not recommended participation in the screening committee for youth under age 16 and for youth age 16 - 18 will still defer to family and community treatment teams to assess a youth’s ability to appropriately participate in such a meeting.

Eligibility and Admission Criteria

Voluntary and Involuntary

1. Age – Applicants must be under the age of 18 prior to admission to a CLIP program.
2. Gender – Services are available to all youth regardless of gender identification.
3. Payment – Services are available to both Medicaid and non-Medicaid youth. All youth served in CLIP are eligible for Medicaid funding while in residence. If the youth has private insurance that covers psychiatric inpatient care, those benefits are also applied to the cost of stay.
4. Residency – Applicants must be legal residents of Washington State defined as being in the custody of Washington State or in the custody of the legal guardian who is a resident of Washington State.
5. Psychiatric Impairment – Applicants must have a severe psychiatric impairment as evidenced by a severe emotional disturbance and corroborated by a clear psychiatric diagnosis which warrants the intensity and restrictions of the treatment provided in a CLIP program.
6. Less Restrictive Treatment Setting – Before applicants are considered for CLIP, the CLIP committee will consider the possibility of a less restrictive setting for treatment, if appropriate and available, prior to recommending applications to the CLIP Administration for final review.
7. Ability to Benefit – Applicants **will not be** excluded from consideration due to intellectual functioning, physical, or medical disabilities. **However**, the applicant must meet the minimum admission criteria and demonstrate an ability to benefit from the treatment being provided in the CLIP program.
8. Age and Voluntary Admission – For applicants under the age of 13, the legal guardian must agree to the treatment. If the applicant is 13 years old or older, the youth must agree to **voluntary** treatment. CLIP does not have the right to hold a youth against their will unless they have been court ordered to treatment via the Involuntary Treatment Act (ITA).
9. Age and Involuntary Admission – Adolescents (13 years or older) who have been **involuntarily** committed for 180 days of publicly-funded inpatient care are thereby eligible for admission to the CLIP program. While the North Sound BH-ASO may consult/coordinate care in conjunction with the acute care hospital, an admission to CLIP under the involuntary status is at the discretion of the current treating hospital and CLIP Administration.

Voluntary Application and Screening

1. For non-Medicaid youth, the North Sound BH-ASO should be contacted for consultation and guidance prior to completing a CLIP application
2. CLIP Application and the list of requirements can be found at <http://nsbhaso.org/for-providers/forms>
At a minimum, a complete application will contain:
 - a. A complete psychosocial history.
 - b. A complete psychiatric evaluation by a child psychiatrist (MD) or a psychiatric advanced registered nurse practitioner (ARNP) within the last 6 months. Non-Medicaid youth who are in need of a recent psychiatric evaluation will need to obtain this evaluation from a provider in their benefit network.
 - c. Other evaluations might include, but are not limited to, eating disorder, sexual deviancy, developmental disabilities, neurological impairments, etc.
 - d. Supporting documentation that further outlines the current needs of the youth is required (e.g. Cross System Care Plan, Recovery and Resiliency Plan, Individual Service Plan, Treatment Plan, etc.).
 - e. Youth's signed agreement to admit to a CLIP facility. This agreement is not legally binding. A youth 13 or older may still decline voluntary CLIP treatment at any point in the process.

3. Once a CLIP application is submitted to the North Sound BH-ASO, the North Sound BH-ASO CLIP Liaison/Convener will notify the requestor, family and youth (13 or older) within 3 days of the application's receipt.
4. To help ensure timeliness of the CLIP application process, it is strongly recommended the requestor submitting the packet, work with the North Sound BH-ASO CLIP Liaison **prior** to submission to the North Sound BH-ASO to avoid any unnecessary delays in processing. Once the packet is submitted, the North Sound BH-ASO CLIP Liaison will then review the packet to ensure it is **complete**. If it is complete, the coordinator will work with the requestor to schedule a screening within the next 30 days. If the application is **incomplete**, the North Sound BH-ASO CLIP Liaison will work in conjunction with the requestor as the requestor gathers the needed documentation and notify the CLIP Administration of any delays as needed. Once a CLIP application is submitted to the North Sound BH-ASO, the Liaison/Convener will notify the requestor, family and youth (13 or older) within 3 days of the application's receipt.
5. North Sound BH-ASO CLIP screening meetings are 1-hour meetings at the office of the North Sound BH-ASO. Standing meetings occur twice monthly, the first meeting is used exclusively to review completed CLIP applications, the second meeting is utilized in three ways in order 1) screening CLIP applications, if no application 2) case consultations, if no application or case consult 3) may be used for the core CLIP committee to meet if needed. While in person is often preferred, circumstances of individuals and organizations may dictate the use of call-in and/or video participation.
6. Upon the conclusion of the 1-hour screening, this portion of the meeting will adjourn and all except the core committee members will be excused. Members of the core CLIP committee will discuss the information in the packet and presented at the meeting in order to render a determination to "recommend" or "not recommend" the application at this time.
7. If the CLIP Committee determines the application is "recommended" based on the medical necessity criteria, the North Sound BH-ASO CLIP Liaison will send the packet materials and "recommended" letter to CLIP Administration for final review and possible certification. The liaison will also include in a separate letter to the family and youth age 13 years and over, the determination and available services and/or recommendation of continued services to support the youth and family while the youth awaits admission to a CLIP facility.
8. If the CLIP committee determines the application is "not recommended", the North Sound BH-ASO CLIP Liaison will provide family and youth age 13 years and over, a written notice of the Appeal Process to appeal to the CLIP Administration for a review and final determination. This is considered an Adverse Benefits Determination and the written notice must include the reasons for not recommending CLIP and an outline of recommendations for alternative less restrictive services for the youth.

Appeal Process – CLIP Administration

In the event any family and/or community team member(s) disagree with the decision by the Regional CLIP Committee, either to recommend or not recommend a CLIP application, an appeal may be made directly to the CLIP Administration only after the CLIP committee voluntary process is complete. An appeal to the CLIP Administration must include:

1. The complete application requirements are met;
2. The perspectives of the Regional CLIP committee submitted in writing; and
3. The perspectives of the appellant submitted in writing.

These documents are to be submitted to the CLIP Administration:

CLIP Coordinator
2940 Westlake Ave. N. #301
Seattle, WA 98109

The CLIP Administration will review all the documents and render a decision, notifying all the parties involved in the appeal.

Other Types of Admissions

Involuntary Treatment Act (ITA) – Adolescents (13 and older) who have been involuntarily committed for 180 days of publicly-funded inpatient care are eligible for admission to the CLIP programs. If CLIP level treatment is warranted, these requests are completed by the acute care hospital directly to CLIP Administration and do not follow the voluntary process for application through the Regional CLIP committee.

Commitment under RCW 10.77 – Adolescents (13 and older) who have been court-ordered for a competency evaluation and/or restoration via RCW 10.77 are eligible for admission only to Child Study and Treatment Center (CSTC). If during the 10.77 further care in CLIP is recommended, the CLIP facility can a) request an evaluation for a possible ITA or b) complete a voluntary CLIP application to be reviewed by the Regional CLIP committee via the voluntary process.

Parent Initiated Treatment (PIT) – Youth 13-17 years old who are hospitalized to an acute care setting under PIT, who wish to submit a CLIP application to the Regional CLIP committee, must do so via the voluntary process which includes the clinical criteria for a voluntary CLIP application. PIT is not considered an ITA.

CLIP Liaison

The North Sound BH-ASO CLIP Liaison is the primary case contact for CLIP programs responsible for managing individual cases from pre-admission through to discharge.

North Sound BH-ASO CLIP Liaison Role

1. Provides guidance and assistance as appropriate to families, allied systems and community teams in completing necessary paperwork to process voluntary CLIP applications
2. Processes completed applications and other documentation within contractual timelines
3. Facilitates scheduling of a CLIP screening in conjunction with families, CLIP committee members, allied systems and community teams
4. Completes determination letters to families and/or youth and facilitates sending all documentation to CLIP Administration for final review
5. Consistently participates in treatment planning meetings from preadmission through discharge as appropriate.
6. Works in conjunction with the CLIP program team on local resource identification and linkages to community based behavioral health services
7. Participates in recertification activities as appropriate regardless of legal status

The North Sound BH-ASO CLIP Liaison will remain involved for as long as the youth is non-Medicaid status. Once a youth is eligible for Medicaid while in CLIP, an MCO CLIP Liaison will be assigned and assume the aforementioned responsibilities.

North Sound BH-ASO Annual Review

The BH-ASO CLIP Liaison will track and combine all referral and committee data, broken out by MCO, in a spreadsheet format to be submitted to the CLIP Administration no later than June 30th of each year.

1. The total number of CLIP referrals received for the year (June to June)
2. Total number of referrals that were reviewed by the Regional CLIP Committee
3. Total number of referrals Not Recommended for CLIP.
4. Documentation of all participating members at each committee meeting.

ATTACHMENTS

1529.01 Policies and procedures of the CLIP (Appendix A – RSN/CLIP Agreement)

1529.02 North Sound Regional CLIP Committee Agreement