
PROVIDER ALERT

ALERT#: PA-2010-21
ISSUED: December 16, 2010
TO: CT BHP Residential Providers, DCF Area Office, Parole and Probation Staff
SUBJECT: Residential Matching Process Restructuring

Dear Provider & DCF Area Office, Parole and Probation Staff,

This alert is being sent to update Residential Treatment Centers, DCF Area Office, Parole and Probation staff on the restructuring to the current CT Behavioral Health Partnership (CT BHP) Residential Matching process. Effective December 13, 2010, all residential matches will be made by the ValueOptionsCT (VO) Residential Care Team. The CANS and Clinical documentation for youth referred to residential care will be reviewed by Care Managers within the ValueOptionsCT (VO) Residential Care Team. DCF staff previously responsible for reviewing cases and identifying residential matches will no longer be performing this function.

*Please note: There will be no changes to Area Office or Parole procedures regarding the referral process itself and this process restructuring is for **Residential placements only** at this time. All referrals for PASS, Therapeutic Group Homes and DDS Fee for Service Homes will continue to be reviewed by DCF Program Leads. Additionally it should be noted that the following description of the restructure and matching process will initially be overseen by DCF management to ensure a smooth transition.*

Electronic CANS will continue to be submitted directly to ValueOptions through the ClientConnect application and supporting clinical materials will continue to be faxed to ValueOptions. DCF administrative staff will continue to e-mail area office staff with information about the pre-placement date and time when a match has been made or when a denial has been received. The only adjustment to the current process is that the reviews and matches will now be made by VO staff, who have partnered with DCF since the inception of this process. [Questions related to information on CANS submitted prior to December 10th, should be directed to Robin Russo at \(860\) 263-2106 or Dayna Snell at \(860\) 263-2103. Questions related to information on CANS submitted on or after December 10th, should be directed to the CT BHP Residential Care Team at \(877\) 552-8247.](#) The members of the VO Residential Care Team involved in the matching process are Kristen Oliver, Wendy Kenerson and Lisa Pesci although it should be noted that a call to the Residential Care Team may be handled by any care manager at VO.

For your convenience we are attaching copy of the previously distributed "Supplemental Materials to Support the CANS" checklist which we encourage you to share again with your staff to ensure ValueOptionsCT has all the information necessary to make the most appropriate match for every youth referred. Please remind staff that VO can not process incomplete CANS and, as is currently the case, any incomplete CANS will be returned to the Area Office for completion.

If you have any questions or concerns, please do not hesitate to contact the CT BHP at 877-552-8247.

Sincerely,

Provider Relations
Connecticut Behavioral Health Partnership

Supplemental Materials to Support the CANS

(Updated December 2010)

When Area Office staff members contact the designated RTC or group home facility to discuss the Residential Care Team's approved referral, they will need to fax to the facility a copy of the CANS as well as any accompanying supporting clinical documents. These supporting materials need to be timely, relevant and useful to the out-of-home provider in planning for the child in their milieu and in developing an initial treatment plan. Please be aware that any evaluation done by order of the court will need to be released by the Court prior to submission to ValueOptions. A copy of the Motion to Release will need to be included in the packet. The following represents a standardized list of documents to accompany the CANS (when they are available). Other documents may be added if they are particularly useful in helping the provider to better understand the child's needs.

- Psychiatric assessments
- Psychological test reports
- JJIE/CRT
- Discharge summaries from inpatient and other behavioral health services
- Pertinent Medical records
- Educational records (includes current IEP if child is special education student, 603 form)
- 12 and under case conference summary recommendations *

Unless there is solid clinical reason to include older materials, we recommend that documents sent do not extend beyond the past 24 month period. If the provider requires additional information, it can be faxed over later or brought to the pre-admission conference.

*** Required prior to the residential placement of any youth aged 12 and younger.**