



Connecticut BHP

Supporting Health and Recovery

Residential – Group Home Placement Request Process Overview

The process outlined below will be utilized for all referrals to Residential Treatment Centers and Therapeutic Group Homes. It will be utilized for youth with a nexus to DCF.

1. DCF (Area Office (AO)) will submit a completed CANS Registration to Beacon Health Options (Beacon) via the Client Connect System (CLC) and will fax supporting clinical documentation to Beacon.
2. Beacon will review the submitted materials for all required elements and determine the necessary Level of Care (LOC) based on promulgated LOC guidelines. Subsequent to this determination, formal notification of the LOC determination will be made via CLC to the AO within 2 business days of receipt of a completed CANS. A review can yield one of 3 outcomes:
 - a. The ASO is unable to determine the LOC from the CANS alone; in this case the supplemental clinical information will be reviewed by the ASO in order to make a determination; or
 - b. The ASO is unable to determine LOC due to omissions of specific information that is required to determine the LOC (e.g., in either of the above cases). The CANS will be returned to the AO to provide the additional information. Required information must be provided to the ASO within 2 business days or the CANS will be returned; or
 - c. The ASO determines LOC; the Beacon Residential Care Manager will outreach to the DCF Region regarding bed availability and to complete a program match. If a viable match cannot be achieved within 30 calendar days following the LOC determination, the LOC will be re-evaluated considering available resources.
3. Once a youth has been formally matched to an anticipated or current opening:
 - a. The provider is notified of the match: Match Notification and CANS Registration will be sent via Provider Connect (PC) and supplemental clinical materials will be faxed/emailed on the same day to the program to which the youth is matched. Beacon will schedule a pre-admission interview with the provider to occur within 7 business days of the match notification.
 - b. Beacon will confirm and log the match in the provider's bed tracking as well as document the match in the child's Service Care Connect (SCC) clinical note.
 - c. The Provider will notify the Residential Care Team within 3 business days if any additional information is needed, or acceptance/denial of the *match* via the PC match notification form. All pre-admission interviews are expected to conclude within 4 business days of the match acceptance (7 business days total from the initial match notification).

- d. The Beacon Residential Care Team will notify the AO Social Worker, AO chain of command of the match as appropriate. Contact information for the admissions coordinator along with the time, date, and location of the pre-admission appointment will also be provided via email.
- e. The AO will transport the child to and from the pre-admission interview and will participate in the pre-admission interview process as appropriate.
- f. No later than 2 business days after the pre-admission appointment occurs, the provider will notify Beacon and DCF of their *admission* decision for acceptance or denial. If accepted for admission, the date of admission will be specified. Admissions to current vacancies must be executed within 2 business days of notification of acceptance. Admission to a projected bed must be executed within 2 business days of the actual bed vacancy. The AO will transport the child to the program on the scheduled admission date, occurring no later than 3 p.m.
- g. In the event that there is a clinically significant change in the behavioral presentation of a youth after a CANS has been submitted or after determination of LOC has been made, the AO SW may submit a CANS update requesting reconsideration of the LOC and specifying the reason for the request.