



Behavioral Health Residential Facility (BHRF) How to Submit a Continued Stay Request

- DFSM Provider Training
- January 2023

BHRF Criteria for a Continued Stay Request

Continued stay shall be assessed by the BHRF staff and as applicable by the Child and Family Team (CFT), Adult Recovery Team (ART), and Tribal Regional Behavioral Health Authority (TRBHA) during the Treatment Plan review and update.



Progress towards the treatment goals and continued display of risk and functional impairment shall also be assessed.



Treatment interventions, frequency, crisis/safety planning, and targeted discharge shall be adjusted accordingly to support the need for continued stay.

BHRF Criteria for Continued Stay

The following criteria shall be considered when determining continued stay:

- The member continues to demonstrate significant risk of harm and/or functional impairment resulting from a behavioral health condition.
- Providers and supports are not available to meet current behavioral and physical health needs at a *less restrictive lower level of care*.
- BHRF request for a Continued Stay should be submitted to the prior authorization team ***at least two weeks prior to the last approved prior authorized date of the BHRF stay.***

How to Submit a Continued Stay Request

The AHCCCS Prior Authorization portal does not allow changes to a prior authorization if the status has been updated from a **“Pend”** to an **“Approved”** status by the prior authorization team.



Documents Needed for a Continued Stay Request

The latest BHRF Assessment, including the '72 hours from admission' assessment done by the Behavioral Health Professional or cosigned by the BHP.



The latest Treatment Plan, not older than 30 days from the submission date. The treatment plan must be signed by *both* the BHP *and* the member.

Submitting the BHRF Continued Stay Request

- ✓ Upload all documents that support the continued stay request
- ✓ Include the dates of services and make sure all documents are signed and dated by the appropriate health care professional.
- ✓ Scan all documents into your electronic device or computer to upload to the PA/Case number for review.

Submitting the BHRF Continued Stay Request

1. Select the appropriate Case/PA number.
2. On the "Event" tab, select the "Attachments" tab.

Event List PA Case Search | Case List | **Event List** | Activity List | Help

Sequence	Event Type	Begin Date	End Date	Admit Date	Status	Reason	Diagnosis Code		
01	OP	06/23/2022	06/23/2022		PENDED	PH009	R68.89	Update	Attachments

Unread notes for Seq=01

No unread notes for this event

+ Read notes for Seq=01

3. In the **Request Type** field, select **BH AIHP rom** .

- Next, select the file to upload and click on the **Upload Attachment** tab.
- The document will appear under the **Pending Attachments** heading.
- To finalize the attachment process, click **Submit** and the document will appear under **Submitted Attachments**.

Request Type:

Select file to upload:

Choose File

No file chosen

Upload Attachment

File successfully uploaded.

Max File Size: 10MB

Accepted File Types: pdf, doc, docx, gif, jpg, bmp, png

Pending Attachments

1.0 attachments.png

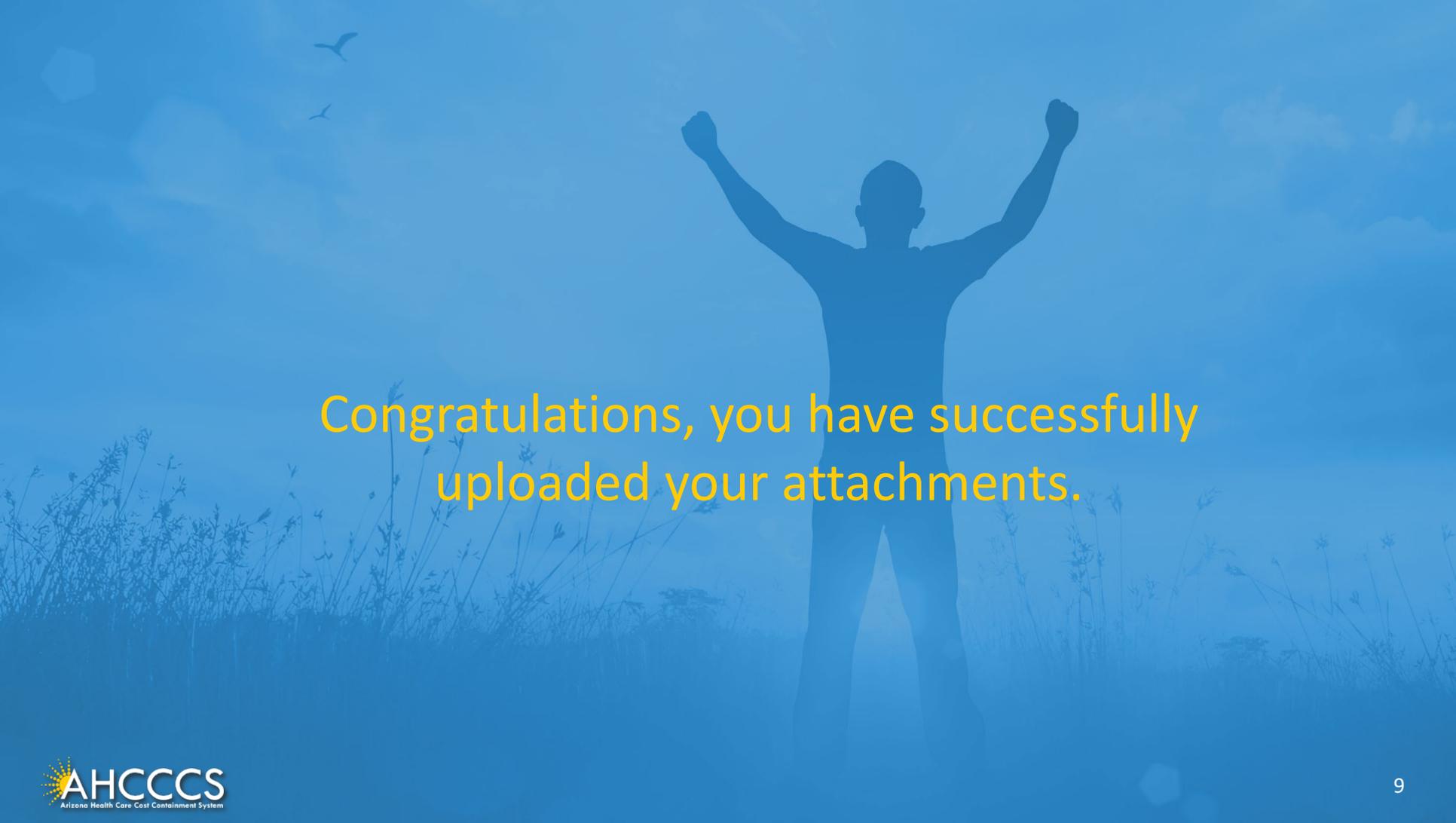


Submitted Attachments

1.0 attachments 1 13 23.png

1/13/2023

Submit



Congratulations, you have successfully
uploaded your attachments.