

450 - OUT-OF-STATE PLACEMENTS FOR CHILDREN AND YOUNG ADULTS IN BEHAVIORAL HEALTH TREATMENT

EFFECTIVE DATES: 07/01/16, 03/15/17, 07/11/18, 08/14/20, 06/12/25

APPROVAL DATES: 01/19/17, 05/17/18, 06/18/20, 04/07/25

I. PURPOSE

This Policy applies to ACC, ACC-RBHA, ALTCS E/PD, DCS CHP (CHP) , and DES DDD (DDD) Contractors; Fee-For-Service (FFS) Programs including: American Indian Health Program (AIHP), Tribal ALTCS, TRBHA; and all FFS populations, excluding Federal Emergency Services Program (FESP). (For FESP, refer to AMPM Chapter 1100). This Policy establishes requirements and procedures in the event that an Out-of-State placement for behavioral health treatment is clinically necessary and supported by the Child and Family Team (CFT) or Adult Recovery Team (ART).

Throughout this Policy, all references to FFS outpatient treatment team can indicate Child and Family Team (CFT), Adult Recovery Team (ART), TRBHA, American Indian Medical Home (AIMH), Indian Health Services, Tribally operated 638 Facility, Urban Indian Health (I/T/U), Tribal ALTCS, and/or DDD. A CFT or ART is not required in order for FFS members to receive services. However, an equivalent team process through the outpatient treatment team is required for care coordination for FFS members.

II. DEFINITIONS

Refer to the [AHCCCS Contract and Policy Dictionary](#) for common terms found in this Policy.

For purposes of this Policy, the following terms are defined as:

YOUNG ADULT	Members over the age of 18 up to the age of 21, that can be placed in a child and adolescent residential treatment facility per AAC R9-10-318 (B).
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III. POLICY

A. GENERAL REQUIREMENTS

It may be necessary to consider an out-of-State placement to meet a member's unique circumstances or clinical needs. Decisions to place members in out-of-State placements for behavioral health care and treatment shall be examined and made after the Child and Family Teams (CFT), Adult Recovery Team (ART), Tribal ALTCS, TRBHA, or FFS provider have reviewed all in-State options.

Other options may include the development of a service plan that incorporates a combination of support services and clinical interventions. Additional Contractor in-State options may include the establishment of Single Case Agreements (SCA).

Services provided out-of-State shall meet the same service quality requirements as those rendered in-state.

The Contractor shall ensure that out-of-State providers follow all AHCCCS reporting requirements, policies, and procedures, including abuse, neglect, and exploitation as specified in AMPM Policy 960, Incidents, Accidents, and Death (IAD) reporting as specified in AMPM Policy 961, seclusion and restraint as specified in AMPM Policy 962, and appointment standards and timelines specified in ACOM Policy 417.

The FFS providers shall report IADs as specified in AMPM Policy 961 and AMPM Policy 830, and seclusion and restraint as specified in AMPM Policy 962 within established timelines.

Out-of-State placement providers shall coordinate with the Contractor, Tribal ALTCS, TRBHA, DFSM, and FFS outpatient treatment team providers to provide required updates.

1. The following factors may lead a member's CFT or ART, Tribal ALTCS, TRBHA, or FFS outpatient treatment team to consider a temporary out-of-state placement:
 - a. The member requires specialized treatment not currently available in Arizona to effectively treat a specified behavioral health condition,
 - b. An out-of-State placement provider's approach to treatment incorporates and supports the unique cultural heritage of the member,
 - c. There is a lack of current in-state bed capacity with an immediate member need, and
 - d. The geographic proximity of the out-of-State placement provider supports and facilitates family involvement in the member's treatment.
2. Prior to placing a member with an out-of-State provider, the CFT or ART, Tribal ALTCS, TRBHA, or FFS outpatient treatment team shall ensure that:
 - a. The member's Health Care Decision Maker (HCDM)/Designated Representative (DR) agrees with placing the member with an out-of-State placement provider,
 - b. The out-of-State placement provider is registered as an AHCCCS provider,
 - c. The Contractor, Tribal ALTCS, TRBHA, and FFS outpatient treatment team have a written plan in place to ensure the member has access to non-emergency medical services by AHCCCS registered provider(s), and
 - d. For members up to the age of 21, the out-of-State placement provider meets the Arizona Department of Education Academic Standards

B. OUT-OF-STATE PLACEMENT DOCUMENTATION REQUIREMENTS

Before a referral for an out-of-State placement is made the Contractor, Tribal ALTCS, TRBHA, and FFS outpatient treatment team providers shall ensure that documentation in the clinical record indicates the following conditions have been met:

1. The CFT or ART, Tribal ALTCS, TRBHA, and/or FFS outpatient treatment team for AIHP members has reviewed all in-State options and determined that placement with an out-of-State provider is required to meet the needs of the member.

2. The CFT or ART, Tribal ALTCS, TRBHA, and/or FFS outpatient treatment team for AIHP members, has been involved in the service planning process and agrees with the out-of-State placement.
3. The CFT or ART, Tribal ALTCS, TRBHA, and/or FFS outpatient treatment team for AIHP members, has documented how it will remain active and involved in service planning once the out-of-State placement has occurred.
4. A service plan has been developed with the member, family, and Healthcare Decision Maker (HCDM).
5. All applicable Prior Authorization (PA) requirements have been met.
6. The Arizona Department of Education has been consulted to ensure that the educational program in the out-of-State placement meets the Arizona Department of Education Academic Standards and the specific educational needs of the member, for members up to the age of 21.
7. Coordination has occurred with all other State agencies and/or Contractors, Tribal ALTCS, TRBHA and/or treating team providers involved with the member. Coordination with DFSM Care Managers shall also occur for all AIHP, Tribal ALTCS, and TRBHA members prior to placement with the out-of-State provider.
8. IHS/638 tribally operated facilities coordinating out-of-State placement shall coordinate with the Contractor for a Contractor enrolled member, and FFS members shall coordinate efforts with Tribal ALTCS, TRBHA, and other members of the FFS outpatient treatment team, as applicable, prior to placement. Coordination efforts shall include coordinating with any IHS/638 providers located out-of-State.
9. Coordination of care between the member's PCP, the Contractor, Tribal ALTCS, TRBHA, and FFS provider to develop a plan for the provision of any necessary, non-emergency medical care.

C. SERVICE PLAN

For a member placed out-of-State, the service plan developed by the CFT or ART, Tribal ALTCS, TRBHA, or FFS outpatient treatment team providers shall require that:

1. Discharge planning is initiated at the time of the member's admission, including:
 - a. The measurable treatment goals being addressed by the out-of-State placement provider and the criteria necessary for discharge back to in-State services,
 - b. The possible or proposed in-State residence where the member will be returning,
 - c. The recommended services and supports required once the member returns from the out-of-State placement,
 - d. How effective strategies implemented in the out-of-State placement will be transferred to the members' subsequent in-State living situation,

- e. The actions necessary to integrate the member into family and community life upon discharge, and
 - f. The development of a crisis plan.
2. The Contractor, Tribal ALTCS, TRBHA, or DFSM Care Managers shall ensure continued coordination between the CFT or ART, or FFS outpatient treatment team providers, and the out-of-State placement provider. The CFT or ART and FFS Outpatient treatment team providers shall document how they will remain active and involved in service planning by reviewing the member's progress after significant events or at least every 30 days. The FFS provider shall coordinate with the Tribal ALTCS Program Case Manager for the members enrolled with Tribal ALTCS.
 3. The member/HCDM/DR is involved throughout the duration of the placement, when appropriate. This may include family counseling in-person or by telemedicine.
 4. Home passes are allowed as clinically appropriate and as allowed, by the provider type. For youth in Department of Child Safety (DCS) or Tribal Social Services (TSS) custody, approval of home passes is determined in collaboration with DCS or TSS.
 5. The member's needs, strengths, and cultural considerations have been addressed.

D. NOTIFICATIONS TO AHCCCS QM PORTAL

The Contractor shall notify AHCCCS through the AHCCCS QM Portal, upon notification of a member being placed in an out-of-State placement.

1. AHCCCS will review the information to ensure all the requirements in this Policy have been met; DDD and DCS CHP will review the information to ensure all the requirements in this Policy have been met for their members. AHCCCS, DDD, and DCS CHP will acknowledge receipt within one to three business days. If the information is incorrect or incomplete, the Contractor will be notified by AHCCCS, DDD, and DCS CHP and shall be required to correct the submission within three business days.

The Contractor is required to report progress updates to AHCCCS through the AHCCCS QM Portal every 30 calendar days that the member remains in the out-of-State placement. The 30-day update timeline shall be based upon the original date the member is admitted to the out-of-State Placement provider. If the date falls on a weekend or holiday, it shall be submitted on the next business day.

2. The Contractor shall:
 - a. Report on a 30-day update any time a member is transferred between out-of-State providers,
 - b. Notify AHCCCS via the AHCCCS QM Portal within five business days of the member transferring to another Contractor. Completion of the transfer notification within the AHCCCS QM Portal shall make the newly assigned Contractor responsible for notifications for the member,

- c. Notify AHCCCS via the AHCCCS QM Portal within five business days of the member's discharge from the out-of-State provider, and
- d. Complete the discharge notification when a member's discharge results in the member returning to an in-State living situation.