

# **Referral Process for Psychiatric Residential Treatment (PRTF)**

## **1. The Referring Agency/Parent**

- Contact Psychiatric Residential Treatment Facility (PRTF) to review the record for acceptance determination;
- Submit PRTF referral form with recommended facility identified and supporting documentation to State Review Team (SRT) facilitator; Supporting Documentation may include the following:
  - Psychiatric evaluation and discharge summary from acute psychiatric hospital unit or HSC admissions;
  - Assessment / Evaluations from outpatient mental health therapist / psychiatrist / psychologists and their recommendations;
  - School district – psychoeducational evaluation if the child is on and IEP; behavior / Incident reports from the school;
  - Information regarding any legal charges;
  - Behavior outline from parents;

## **2. State Review Team (SRT)**

- SRT completes the Level of Care (LOC) determination via a weekly conference call meeting scheduled every Monday (Tuesday if Monday holiday); Emergency cases may be handled via an e-mail review by SRT;
- SRT facilitator notifies the Peer Review Organization (PRO) of referral and LOC determination via e-mail and file director.

## **3. Peer Review Organization (PRO)**

- Determines medical necessity of case;
- PRO notifies SRT facilitator who notifies facility and referring agency/parent of approval via phone
- PRO assigns an authorization number.

## **4. Psychiatric Residential Treatment Facility (PRTF)**

- The treating PRTF sends monthly progress notes to referring agency/parent.

## **5. Psychiatric Residential Continued Stay Reviews**

- To assure continued Medicaid funding, the treating PRTF is responsible to obtain the continued stay authorization within the time frame assigned by PRO;
- For the continued stay review the PRTF must submit the following documentation to PRO
  - South Dakota Continued Stay Review Form Psychiatric Services Under 21;

- Monthly progress reports since the last review (for PRO);
  - Other supporting documentation necessary to complete the continued stay review.
- PRO notifies facility and the referring agency of continued stay authorization.
- PRO assigns an authorization number.