

## 2020 TBS Authorization Request

	Requirement	Response
<b>Dates</b>	Date Authorization Sent	
	Requested TBS Start Date	
	Date TBS Started (for Reauthorization)	
<b>Referral Party</b>	Agency	
	Staff Name	
	Program	
<b>Client Information</b>	Name	
	Client #	
	Preferred Language	
<b>Type of Request</b>	Initial, Urgent, Re-Authorization	
<b>Documentation</b>	Service # of Comp Assessment or Assessment Update which documents client's need for TBS and/or documents urgent criteria	
<b>Criteria</b>	Criteria is met as indicated below (Y/N)	
<b>Dispositions (For QCM Staff)</b>	Was the Chart in Compliance? (Y/N)	
	Was medical necessity established? (Y/N)	
	Were functional impairments described to meet level of care/TBS requirements? (Y/N)	
	Were the Treatment Plan Goals in Compliance?	
	Were the Treatment Plan Interventions in Compliance?	
	Is there indication that team based care is being followed (documentation of team discussions/ all providers are treating under the same Diagnosis) (Y/N)	
	Were all required forms present and signed by the client in the last 12 months: Intake, Tx Consent, HHQ, and Med Consent, ROI when needed? (Y/N)	
	Is client receiving clinically appropriate services? (Y/N)	
	TBS Approved/ Denied	
	Number of Days	

**\*\*\*FOR QCM STAFF – DO NOT WRITE BELOW THIS LINE\*\*\***

Date R/C:

Dates Approved:

Digital Signature:

Date Signed:

Sent to:

Date:

**Notes:**

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### TBS Authorization Process

1. Staff will submit the Request for TBS form to QCM (CC Manager).
2. QCM will review the request within 3 business days.
3. If the request is denied, no TBS services will be authorized. Staff can resubmit an authorization request at any time, which will be reviewed by QCM within 3 business days of receipt.
4. If the request is approved, TBS services will be authorized for a maximum of 90 days (for initial referrals) and a maximum of 60 days for re-authorization requests.

### Urgent TBS referrals

When client has had a crisis contact, hospitalization, or 7-day notice to be removed from placement within the last 30 days, staff can request an urgent TBS referral.

1. Staff will submit the Request to QCM (CC Manager) with the subject line including URGENT TBS authorization request.
2. QCM will review the request within 2 business days and authorize a maximum of 30 days of TBS.
3. Within 2 weeks of the TBS authorization date, staff will submit the Request to QCM with updated information.
4. QCM will review the request within 3 business days.
5. If the request is denied, TBS will be required to end at the end of the 30 day authorization period.
6. If the request is approved, TBS services will be authorized for a maximum of 60 days.

### TBS Criteria

<b>Criteria (All 3 required)</b>	Client is under age 21 (Y/N)
	Client is eligible for full scope M/C (Y/N)
	Client meets criteria for Specialty Mental Health Services (Y/N)
<b>Criteria (One Required)</b>	Client is placed in group home RCL 12 or above or STTRTP (Y/N)
	Client is being considered for placement in group home RCL 12 or above or STTRTP (Y/N)
	Client has had emergency psychiatric hospitalization within the preceding 24 months (Y/N)
	Client is at risk of emergency psychiatric hospitalization (Y/N)
	Client has previously received TBS (Y/N)
<b>Documentation (Not required for Urgent)</b>	There is a current Comp Assessment or Assessment Update which documents client meets criteria above and the Functional Impairments and Presenting Impairment sections indicate client has a current impairment in Placement due to mental health symptoms (Y/N) *An assessment progress note may be acceptable if a placement impairment was already established in the previous Comprehensive Assessment or Assessment update.
	There is a current Treatment Plan with a goal to improve impairment in placement (Y/N)
	There is a current Treatment Plan with rehab interventions directed at decreasing behaviors leading to impairment in Placement (Y/N)
	There is documentation in the chart that the client is receiving mental health services as clinically appropriate (Y/N)
	CFTs and/or TBS reviews are occurring every 30 days for qualifying clients (Y/N)