



DATE: March 17, 2014

TO: Business Psychology Associates SUD Provider Network

FROM: Business Psychology Associates (BPA) Provider Network Management

RE: Update to ATR Provider Guide for Provisional Vouchers

BPA has updated the “ATR Provider Guide for Provisional Vouchers” due to some changes in processing of these requests. Changes to note:

1. Providers can now enter requests to transfer to other facility locations within their own agencies without having to contact BPA.
  - a. If you have any issues creating consents, referrals, or authorizations to a different facility location in your own agency, please contact the WITS Help Desk for assistance.
2. Providers only need to send ONE provisional voucher per agency and facility combination for requested services.
  - a. Previously when transferring treatment services a second Authorization Record was required for the GPRA Interview.
  - b. The GPRA Interview service can now be an additional service on the treatment authorization.
  - c. If you have any questions about the authorization records to enter, please contact BPA for assistance.
3. The number of GPRA Interview units to request were updated to account for the difference in reimburse rate between the interviews.
  - a. The requested number of units when a GPRA Follow-up Interview still needs to be completed was increased to ensure that the dollar amount vouched will cover for the price of the GPRA Follow-up Interview.
  - b. **IMPORTANT:** When billing for a completed GPRA Interview, you will still only bill for 1 unit for 1 interview performed.

BPA has increased the number of units that we will be authorizing for GPRA Interviews. This increase in units authorized is to ensure that the dollar amount vouched will cover for the different reimbursement rates between interviews. Below is a grid of situations that you may notice in WITS:

| GPRA Interviews the ATR Client Needs |                |                | Units Authorized |
|--------------------------------------|----------------|----------------|------------------|
| GPRA Intake                          | GPRA Follow-Up | GPRA Discharge |                  |
| X                                    | X              | X              | 4                |
| X                                    |                |                | 1                |
|                                      | X              |                | 2                |
|                                      |                | X              | 1                |
| X                                    | X              |                | 3                |
|                                      | X              | X              | 3                |

If you have any questions about the GPRA Interview authorization, please contact BPA for assistance.

**ATR Provider Guide for Provision Vouchers Corrected version published 12/6/2013:**

As of December 8, 2013, providers are responsible for entering provisional vouchers. As previously promised in our notification here is your guide to enter provisional vouchers.

**Referring recovery support services outside your agency**

If you need to refer Recovery Support Services outside your own agency, please follow these guidelines:

1. An updated ASAM Concurrent Review is **not** required when referring Recovery Support Services to an outside agency
2. Create a provisional voucher following the steps outlined on the WITS Website.
3. Be aware of the authorization end date of your current treatment authorization. This will be the Authorization End Date for your provisional voucher request as well. BPA will not be able to approve requests that go past your treatment authorization end date.
4. Calculate the number of days between the requested start date and the Authorization End date to determine the number of units you will want to request.

**When you are providing Outpatient Services and need to refer Recovery Support Services:**

Outpatient services are typically authorized in 90 day increments. In 90 days, the maximum number of 15 minute units authorized is 408 units. ASAM requirement for Outpatient is no more than 8 hours (adult) or 5 hours (adolescent) of treatment per week. Use the below grid to assist you when entering your provisional voucher to request the correct number of units for the number of days in the authorization when you are providing Outpatient treatment:

Outpatient:

| Referring Service                          | Unit Type         | Units when requesting the maximum 90 days ...        | Units when requesting other number of days, calculate <u>units per day</u> ... |
|--|-------------------|--|--|
| <b>Case Management</b>                     | 15 min.           | 51   | 0.53 (not to exceed 96 units in 180 days)                                      |
| <b>Life Skills</b>                         | 15 min.           | 104  | 1.16   |
| <b>Adult Safe &amp; Sober Housing</b>      | day               | 90   | 1  |
| <b>Adolescent Safe &amp; Sober Housing</b> | day               | 90   | 1  |
| <b>Drug Testing</b>                        | 1 test            | 26   | 0.29   |
| <b>Transportation</b>                      | 1 mile or pick up | Units as requested by provider (typical = 550 units) | Units as requested by provider (default of 5 units per day)                    |
| <b>Child Care</b>                          | 15 min.           | Units requested meet client need.                    | Units requested meet client need.  |
| <b>Staffing</b>                            | 15 min.           | Units requested meet client need.                    | Units requested meet client need.  |

When you are providing Intensive Outpatient and need to refer Recovery Support Services:

*Intensive Outpatient is typically authorized in 60 day increments. In 60 days, the maximum number of 15 minute units authorized is 648 units. ASAM requirement for Intensive Outpatient is a minimum of 9 hours (adults) or 6 hours (adolescents) treatment per week.*

Use the below grid to assist you when entering your provisional voucher to request the correct number of units for the number of days in the authorization when you are providing Intensive Outpatient treatment:

Intensive Outpatient

| Referring Service                          | Unit Type         | Units when requesting the maximum 60 days ...        | Units when requesting other number of days, calculate units per day ... |
|--|-------------------|--|---|
| <b>Case Management</b>                     | 15 min.           | 34   | 0.53 (not to exceed 96 units in 180 days)                               |
| <b>Life Skills</b>                         | 15 min.           | 70   | 1.16  |
| <b>Adult Safe &amp; Sober Housing</b>      | day               | 90   | 1   |
| <b>Adolescent Safe &amp; Sober Housing</b> | day               | 90   | 1   |
| <b>Drug Testing</b>                        | 1 test            | 17   | 0.29  |
| <b>Transportation</b>                      | 1 mile or pick up | Units as requested by provider (typical = 417 units) | Units as requested by provider (default of 5 units per day)             |
| <b>Child Care</b>                          | 15 min.           | Units requested meet client need.                    | Units requested meet client need.                                       |
| <b>Staffing</b>                            | 15 min.           | Units requested meet client need.                    | Units requested meet client need.                                       |

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**Transferring treatment services outside your agency**

If you will be referring your client to another treatment agency or another facility location within your agency the typical authorization span and authorized number of units will differ depending on how close you are to the current authorization end date.

In addition, you will need to authorize the GPRA interviews that will need to be performed by the outside agency.

**Two weeks (14 days) or less before the current authorization ends:**

1. Create an “Authorization Change Request - Change to Service” and complete an ASAM Concurrent Review following the steps outlined on the WITS Website.
  - a. When your authorization has more than one service, select the current treatment service as the service you are “changing”.
2. An updated ASAM Concurrent Review **is required** when referring treatment services to an outside agency within 14 days of the current authorization end date.
3. In WITS, you will create one provisional voucher following the steps outlined on the WITS Website. This provisional voucher will contain at a minimum the treatment service to the new agency and the GPRA interviews remaining that will be performed by the new agency.
  - a. If you will be transferring any recovery support service to the new treatment agency use the grids outlined above. Recovery support services can be added to the same provisional voucher as the treatment.
4. The transfer date (the date the client will be starting with the new agency) will be used as the Authorization Start Date on your provisional voucher request.

Use the below grid to assist you when entering your provisional voucher to request the correct Authorization End date and the number of units:

| Transferring To Service     | Unit Type | Number of days from transfer start date ... | Units when requesting typical number of days ... | Units when requesting other number of days, calculate units per day ... |
|-----------------------------|-----------|---|--|---|
| <b>Outpatient</b>           | 15 min.   | 90 days                                     | 408  | 4.5   |
| <b>Intensive Outpatient</b> | 15 min.   | 60 days                                     | 648  | 10.8  |

Use the below grid to assist you with the “GRPA Interview” service to request the correct number of units (authorization end date will be the same as other services on the provisional voucher):

| Transferring to Service | Unit Type   | Has the GPRA Follow-up been completed ...      | Units |
|-------------------------|-------------|--|-------|
| <b>GPRA Interview</b>   | 1 interview | Yes – Client has done GPRA Follow-up           | 1     |
|                         |             | No – Client has <u>not</u> done GPRA Follow-up | 3     |

*\*This assumes that your client has had the GPRA Intake completed at some point in their current case/episode.*

*\* Authorized “GPRA Interview” units are calculated to ensure that the correct dollar amounts are vouched.*

*Providers will continue to bill for one unit (interview) in the encounter note.*

More than two weeks (15+ days) until the current authorization ends:

1. In WITS and if an ASAM Concurrent Review is required, enter an “Authorization Change Request” with a request type of “Change to Service” and complete an ASAM Concurrent Review following the steps outlined on the WITS Website.
  - a. When your authorization has more than one service, select the current treatment service as the service you are “changing”.
2. ASAM Concurrent Review requirements when there is more than two weeks remaining on the current authorization is as follows:
  - a. An updated ASAM Concurrent Review is **not** required when you are transferring the client to the same treatment level of care currently authorizations (moving from Outpatient to Outpatient)
  - b. An updated ASAM Concurrent Review **is required** when you are requesting a change to the treatment level of care currently authorized (moving from Intensive Outpatient to Outpatient).
3. In WITS, you will enter one provisional voucher following the steps outlined on the WITS Website. This provisional voucher will contain at a minimum the treatment service to the new agency and the GPRA interviews remaining that will be performed by the new agency.
  - a. If you will be transferring any recovery support service to the new treatment agency use the grids outlined above. Recovery support services can be added to the same provisional voucher as the treatment.
4. The transfer date (the date the client will be starting with the new agency) will be used as the Authorization Start Date on your provisional voucher request.
5. The current authorization end date will be the Authorization End Date on your provisional voucher request.
6. Calculate the number of days between the requested start date and the Authorization End date to determine the number of units you will want to request.

Use the below grid to assist you when entering your provisional voucher to request the correct number of units for the number of days in the authorization:

| Transferring to Service     | Unit Type | Enter end date of authorization ...      | Calculate units per day requesting ... |
|-----------------------------|-----------|--|--|
| <b>Outpatient</b>           | 15 min.   | Current treatment authorization end date | 4.5                                    |
| <b>Intensive Outpatient</b> | 15 min.   | Current treatment authorization end date | 10.8                                   |

Use the below grid to assist you with the “GRPA Interview” service to request the correct number of units (authorization end date will be the same as other services on the provisional voucher):

| Transferring to Service | Unit Type   | Has the GPRA Follow-up been completed ...      | Units |
|-------------------------|-------------|--|-------|
| <b>GPRA Interview</b>   | 1 interview | Yes – Client has done GPRA Follow-up           | 1     |
|                         |             | No – Client has <u>not</u> done GPRA Follow-up | 3     |

*\*This assumes that your client has had the GPRA Intake completed at some point in their current case/episode.*

*\* Authorized “GPRA Interview” units are calculated to ensure that the correct dollar amounts are vouched.*

*Providers will continue to bill for one unit (interview) in the encounter note.*