

Affected Programs: BadgerCare Plus, Medicaid

To: Hospital Providers, Occupational Therapists, Physical Therapists, Rehabilitation Agencies, Speech-Language Pathologists, Speech and Hearing Clinics, Therapy Groups, HMOs and Other Managed Care Agencies

New Birth to 3 Form Available for Use with Prior Authorization Requests for Therapy Services Outside the Birth to 3 Program

Effective immediately, therapy providers are being notified that the new Child Status Regarding Birth to 3 Program form, F-00316 (10/10), is available for use when requesting prior authorization for any therapy services that will be provided outside the Birth to 3 Program for children 3 years of age and younger.

Effective immediately, therapists may use a new form available from the county Birth to 3 Program to ensure provider compliance with state and federal mandates related to therapy services provided to children 0 to 3 years old. All prior authorization (PA) requests received by ForwardHealth for therapy services provided outside the Birth to 3 Program must include this new form or an equivalent version of the form.

All health care providers are reminded that children who may be eligible for the Birth to 3 services must be referred to the Birth to 3 Program *within two working days of identification*.

The new Child Status Regarding Birth to 3 Program form, F-00316 (10/10), is used by county Birth to 3 Programs to document the result of a referral to the Birth to 3 Program. The form may be completed only by the Birth to 3 Program at the request of the parent or legal guardian of the child after a referral to the program has been received. When completed, the parent or legal guardian will receive a copy of this form. Birth to 3 Program providers have been instructed

to keep completed Child Status Regarding Birth to 3 Program forms with their clients' records in accordance with their record retention policies.

Every PA request submitted to ForwardHealth for therapy services provided outside the Birth to 3 Program for *all children 0 to 3 years of age* must include the Child Status Regarding Birth to 3 Program form *or* an equivalent version of the form and content as documented by the county Birth to 3 Program. This documentation is required with the PA request to determine medical necessity as expressed in DHS 101.03(96m)(b)6-9, Wis. Admin. Code, and the requirements for PA as expressed in DHS 107.02(3)(e), Wis. Admin. Code. Information documented by the requesting therapy provider or the member's parent or legal guardian is not acceptable to meet this requirement. ForwardHealth recommends that therapy providers use the Child Status Regarding Birth to 3 Program form provided by the county Birth to 3 Program.

ForwardHealth will return to the provider any PA request for therapy services that does not include this documentation from the county Birth to 3 Program. For PA requests submitted using the ForwardHealth Portal, the Child Status Regarding Birth to 3 Program form or its equivalent must be mailed or faxed as additional supporting clinical information. A copy of the Child Status Regarding Birth to 3 Program form is included in the Attachment of this *ForwardHealth Update*.

Information Regarding Managed Care Organizations

This *Update* contains fee-for-service policy and applies to services members receive on a fee-for-service basis only. For managed care policy, contact the appropriate managed care organization. Managed care organizations are required to provide at least the same benefits as those provided under fee-for-service arrangements.

The *ForwardHealth Update* is the first source of program policy and billing information for providers.

Wisconsin Medicaid, BadgerCare Plus, SeniorCare, and Wisconsin Chronic Disease Program are administered by the Division of Health Care Access and Accountability, Wisconsin Department of Health Services (DHS). The Wisconsin Well Woman Program is administered by the Division of Public Health, Wisconsin DHS.

For questions, call Provider Services at (800) 947-9627 or visit our Web site at www.forwardhealth.wi.gov/.

P-1250

ATTACHMENT

Child Status Regarding Birth to 3 Program Form

(A copy of the Child Status Regarding Birth the 3 Program form is located on the following page.)

CHILD STATUS REGARDING BIRTH TO 3 PROGRAM

Name – Child

Date form completed

Date decision marked below was made:

The child listed above was referred to the _____ County Birth to 3 Program. The result is

- 1. The Birth to 3 Program was unable to connect with the family regarding the referral despite several attempts. It was determined that the family is not interested in pursuing the Birth to 3 referral at this time.
- 2. The Birth to 3 Program talked with the child's family and/or screened the child. It was determined that this child will not receive an evaluation through the Birth to 3 Program.
- 3. The Birth to 3 team completed evaluations and the team determined the child is not eligible for the Birth to 3 Program at this time.
- 4. The Birth to 3 team determined the child was eligible for the Birth to 3 Program; the family chose not to pursue services through the Birth to 3 Program at this time.
- 5. The Birth to 3 team determined the child was eligible for the Birth to 3 Program and an IFSP was developed. The family chose not to participate in the following Birth to 3 services offered:

_____ based upon: _____

Attach a copy of the written prior notice regarding the discussion of the services(s). See IFSP

- 6. The Birth to 3 Program has been providing the following services(s):

_____ The family chose to end said service(s) based upon: _____

Attach a copy of the written prior notice regarding the discussion of the services(s). See IFSP

SIGNATURE – Birth to 3 Program Service Coordinator

Date Signed

SIGNATURE – Parent / Legal Guardian

Date Signed