ARKANSAS DEPARTMENT OF HUMAN SERVICES

**Division of Medical Services**
**Program Planning & Development**
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**TO:** **Arkansas Medicaid Health Care Providers – Rehabilitative Services for Persons with Mental Illness**

**DATE:** **August 15, 2008**

**SUBJECT:** **Provider Manual Update Transmittal #103**

| **REMOVE** | | **INSERT** | |
|---|---|---|---|
| **Section** | **Date** | **Section** | **Date** |
| 213.000 | 8-1-05 | 213.000 | 8-15-08 |

**Explanation of Updates**

Effective for dates of service on and after October 1, 2008, RSPMI providers must identify the individual practitioner who actually performed the service when billing Arkansas Medicaid for that service. Section 213.000 has been revised to outline the procedure that the individual practitioners must follow so that they can be identified on claims. This action is taken in compliance with the federal Improper Payments Information Act of 2002 (IPIA), Public Law 107-300 and the resulting Payment Error Rate Measurement (PERM) program initiated by the Centers for Medicare and Medicaid Services (CMS).

Paper versions of this update transmittal have updated pages attached to file in your provider manual. See Section I for instructions on updating the paper version of the manual. For electronic versions, these changes have already been incorporated.

If you need this material in an alternative format, such as large print, please contact our Americans with Disabilities Act Coordinator at 501-682-8323 (Local); 1-800-482-5850, extension 2-8323 (Toll-Free) or to obtain access to these numbers through voice relay, 1-800-877-8973 (TTY Hearing Impaired).

If you have questions regarding this transmittal, please contact the EDS Provider Assistance Center at 1-800-457-4454 (Toll-Free) within Arkansas or locally and Out-of-State at (501) 376-2211.

Arkansas Medicaid provider manuals (including update transmittals), official notices and remittance advice (RA) messages are available for downloading from the Arkansas Medicaid website: www.medicaid.state.ar.us.

Thank you for your participation in the Arkansas Medicaid Program.

Roy Jeffus, Director

***TOC not required***

## 213.000 Staff Requirements 8-15-08

Each RSPMI provider shall ensure that mental health professionals are available to provide appropriate and adequate supervision of all clinical activities. RSPMI staff members must provide services only within the scope of their individual licensure. It is the responsibility of the facility to credential each clinical staff member, specifying the areas in which he or she can practice based on training, experience and demonstrated competence.

Minimal staff requirements for RSPMI provider participation in the Arkansas Medicaid Program are:

A. A Chief Executive Officer (CEO) with professional qualifications and experience as established by the provider's governing body.

B. Appropriate mental health professionals who shall meet all professional requirements as defined in the state licensing and certification laws relating to their respective professions. Mental health professionals include the following:

1. Psychiatrist,
2. Physician,
3. Psychologist,
4. Psychological Examiner,
5. Adult Psychiatric Mental Health Clinical Nurse Specialist,
6. Child Psychiatric Mental Health Clinical Nurse Specialist,
7. Adult Psychiatric Mental Health Advanced Nurse Practitioner,
8. Family Psychiatric Mental Health Advanced Nurse Practitioner,
9. Master of Social Work (Licensed in the State of Arkansas),
10. Registered nurse (RN; licensed in the State of Arkansas) who has one (1) year supervised experience in a mental health setting (Services provided by the RN must be within the scope of practice specified by the RN's licensure.),
11. Licensed professional counselor (Licensed in the State of Arkansas) and
12. Persons in a related profession who are licensed in the State of Arkansas and practicing within the bounds of their licensing authority, with a master's degree and appropriate experience in a mental health setting, including documented, supervised training and experience in diagnosis and therapy of a broad range of mental disorders.

C. The services of a medical records librarian are required. The medical records librarian (or person performing the duties of the medical records librarian) shall be responsible for ongoing quality controls, for continuity of patient care and patient traffic flow. The librarian shall assure that records are maintained, completed and preserved; that required indexes and registries are maintained and that statistical reports are prepared. This staff member will be personally responsible for ensuring that information on enrolled patients is immediately retrievable, establishing a central records index, and maintaining service records in such a manner as to enable a constant monitoring of continuity of care.

D. A mental health paraprofessional is defined as a person with a Bachelor's Degree or a license from the Arkansas State Board of Nursing who does not meet the definition of mental health professional, but who is licensed and certified by the State of Arkansas in a related profession and is practicing within the bounds as permitted by his or her licensing authority, or a person employed by a certified RSPMI provider with a high school diploma or general equivalency diploma (GED) and documented training in the area of mental health. A mental health paraprofessional may provide certain Rehabilitative Services for Persons with Mental Illness under supervision of a mental health professional. The services paraprofessionals may provide are: crisis stabilization intervention, on-site intervention, off-site intervention, rehabilitative day service, therapeutic day/acute day treatment and collateral service. If the paraprofessional is a licensed nurse, the approved services may also be provided: medication administration by a licensed nurse, routine venipuncture for collection of specimen and catheterization for collection of specimen.

Effective for dates of service on and after October 1, 2008, when an RSPMI provider files a claim with Arkansas Medicaid, the staff member who actually performed the service on behalf of the RSPMI provider must be identified on the claim as the performing provider. RSPMI staff members who are eligible to enroll in the Arkansas Medicaid program have the option of either enrolling or requesting a Practitioner Identification Number (**View or print form DMS-7708**) so that they can be identified on claims. For example, an LCSW may choose to enroll in the Licensed Mental Health Practitioners program or choose to obtain a Practitioner Identification Number.

This action is taken in compliance with the federal Improper Payments Information Act of 2002 (IPIA), Public Law 107-300 and the resulting Payment Error Rate Measurement (PERM) program initiated by the Centers for Medicare and Medicaid Services (CMS).

Certain types of practitioners who perform services on behalf of an RSPMI provider cannot enroll in the Arkansas Medicaid program. These practitioners must request a Practitioner Identification Number so that they can be identified on claims:

- Psychological Examiner
- Adult Psychiatric Mental Health Clinical Nurse Specialist
- Child Psychiatric Mental Health Clinical Nurse Specialist
- Adult Psychiatric Mental Health Advanced Nurse Practitioner
- Family Psychiatric Mental Health Advanced Nurse Practitioner
- Master of Social Work (Licensed in the State of Arkansas)
- Registered nurse
- Paraprofessional

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**TO:** **Arkansas Medicaid Health Care Providers – Child Health Management Services**

**DATE:** **August 15, 2008**

**SUBJECT:** **Provider Manual Update Transmittal #107**

| **REMOVE** | | **INSERT** | |
|---|---|---|---|
| **Section** | **Date** | **Section** | **Date** |
| 212.200 | 10-13-03 | 212.200 | 8-15-08 |

**Explanation of Updates**

Effective for dates of service on and after October 1, 2008, a CHMS clinic must identify the individual practitioner who actually performed the service when billing Arkansas Medicaid for that service. Section 212.200 has been revised to outline the procedure that the individual practitioners must follow so that they can be identified on claims. This action is taken in compliance with the federal Improper Payments Information Act of 2002 (IPIA), Public Law 107-300 and the resulting Payment Error Rate Measurement (PERM) program initiated by the Centers for Medicare and Medicaid Services (CMS).

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Thank you for your participation in the Arkansas Medicaid Program.

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Roy Jeffus, Director

***TOC not required***

## 212.200 CHMS Service Delivery Professionals 8-15-08

CHMS service delivery professionals must include the following:

| | | |
|---|---|---|
| Audiologist | Neuropsychologist | Psychological Examiner |
| Child and Adolescent Psychiatrist | Nutritionist | Registered Nurse |
| Developmental Pediatrician | Occupational Therapist | Social Worker |
| Early Childhood Developmental Specialist | Pediatric Psychologist | Speech/Language Pathologist |
| Licensed Counselor | Physical Therapist | |

Services of a pediatric registered nurse practitioner and a licensed practical nurse are not required but may be used for activities within the scope of practice under state license. All personnel shall be licensed or certified to perform the services they render when such services require licensure or certification under the laws of the State of Arkansas.

The CHMS clinic shall develop written policies and job descriptions which clearly document the authority, responsibility and function of each staff member.

Effective for dates of service on and after October 1, 2008, when a CHMS clinic files a claim with Arkansas Medicaid, the clinic staff member who actually performed the service on behalf of the clinic must be identified on the claim as the performing provider. CHMS staff members who are eligible to enroll in the Arkansas Medicaid program have the option of either enrolling or requesting a Practitioner Identification Number (**View or print form DMS-7708**) so that they can be identified on claims. For example, an LCSW may choose to enroll in the Licensed Mental Health Practitioners program or choose to obtain a Practitioner Identification Number.

This action is taken in compliance with the federal Improper Payments Information Act of 2002 (IPIA), Public Law 107-300 and the resulting Payment Error Rate Measurement (PERM) program initiated by the Centers for Medicare and Medicaid Services (CMS).

Certain types of practitioners who perform services on behalf of a CHMS clinic are not allowed to enroll in the Arkansas Medicaid program. These practitioners must request a Practitioner Identification Number so that they can be identified on claims:

- Nutritionists
- Early Childhood Developmental Specialists
- Registered Nurses
- Licensed Practical Nurses