



Series	200: Medical and Behavioral Health Care		
Policy Name	Child Specific Staffings		
Policy Number	208		
Origination Date	4/21/03	Revision Date	3/1/2023
Regulation	Florida Statutes 409-175 CFOP 170-11 Florida Medicaid Community Behavioral Health Services Coverage and Limitations Handbook CBCIH Procedure 102		

Policy

It is the policy of Communities Connected for Kids (CCKids) to provide coordination of services and ongoing assessment of the treatment needs of children with complex needs and/or those who have been identified as in need of specialized services. The Behavior Health Specialist (BHS) manages the Child Specific Staffing (CSS) process in accordance with Florida Medicaid to assess children with mental health and/or substance abuse needs for different levels of therapeutic intervention. CSSs are available to all enrollees in the Child Welfare Specialty Plan (CWSP) and any child in out-of-home care under supervision of Dependency Case Management.

Procedure

1. Child specific staffings (CSS) are required and held prior to placement in Specialized Therapeutic Foster Care (STFC) Level I and Level II, Therapeutic Group Care (TGC) or Psychiatric Residential Treatment Center (PRTC)/Statewide Inpatient Psychiatric Program (SIPP) levels of care in order to ensure that all behavioral health needs are addressed and considered, including less-restrictive alternatives that may offer comparable benefit.
 - For children under supervision of Dependency Case management, referrals for CSS are completed by Dependency Case Manager (DCM) through uRefer.
 - For children and/or young adults enrolled in the CWSP, but not in out-of-home care, referrals can be made by contacting the BHS directly via email or phone.
2. STFC Crisis Intervention may be used for a maximum of thirty (30) days for a child for whom services must occur immediately in order to stabilize a behavioral, emotional, or psychiatric crisis. Any exception to this length of stay must be approved, in writing, by the CSS. A CSS staffing is required to be held within the 30 days. Behavior Health Specialists (BHS), or designees, are responsible for scheduling CSS meetings and for sending-CSS-meeting invitations. Behavioral Health Specialists, or designees, will review each child Medicaid eligibility and will extend invitations to involved parties in accordance with Medicaid guidelines and the CBCIH Services Agreement.
 - The Core members of the CSS include: CCKids Behavioral Health Specialist, Dependency Case Manager (DCM), and the clinician or health care



representative who can provide information related to the child and the child's caregiver if in substitute, out-of-home care, and the parent. Other supportive key stakeholders who will be invited and encouraged to attend include: foster parents, guardians ad litem, mental health providers, nurse care coordinator, school representative, targeted case manager, attorneys ad litem, the child, if appropriate, and a representative from Sunshine Health and/or Medicaid office or other MMA plan, if applicable.

3. The BHS will facilitate discussion at the CSS using the statewide meeting note, located within the Integrate application, to ensure that the team's discussion is comprehensive and considering all aspects of the child's behavioral health, treatment and placement needs. CCKids BHS, or designee, will ensure that all parties in attendance receive the meeting notes and/or summaries and will upload them into FSFN. They will also ensure that intended providers receive information that will assist with completion of request(s) for service authorization, if applicable. Request(s) for authorization of required services is the responsibility of the behavioral health services provider.
4. Following the initial-CSS, subsequent CSS-reviews for children recommended for STFC, TCG and/or PRTC/SIPP treatment will occur, at minimum, every ninety (90) days in order to continuously assess the child's needs, progress discharge plan.
5. The Behavioral Health Specialist, or designee, will be responsible for discharge planning and identification of appropriate treatment, during each CSS staffing.
6. There may be instances where a child enrolled in the CWSP may be in need of a higher level of therapeutic care and a CSS is not able to be held. In those instances, it is the responsibility of the BHS or designee to support the following if needed:
 - Obtain recommendation of a psychiatrist or psychologist for the recommended Level of Care
 - Work in conjunction with the guardian and/or treatment team members including TCM, Managing Entities etc. to obtain necessary documentation to complete a packet for residential treatment.
 - Submit the packet to the state wide facilities
 - Facilitate on-going staffings
 - Ensure documentation is entered on Integrate

Approved:

DocuSigned by:

 96C0E7A7E02E4BA...

Carol DeLoach, CEO

March 1, 2023