



Date Issued	5/31/2003	Owner	Dana James
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#045- Day Treatment Prior Authorization

I. POLICY

It is the policy of Children's Community Mental Health Services and Wraparound Milwaukee (hereby referenced as Wraparound Milwaukee) to pre-authorize all new placements in Day Treatment Programs, as well as review requests for Day Treatment Program extensions, to ensure that youth's educational needs are being met in sustainable, community-based settings whenever possible. The purpose of the Day Treatment Authorization Process is to document expected educational outcomes and ensure quality collaboration between families, schools, community agencies and day treatment providers.

NOTE: This policy utilizes the term "Care Coordinator", which applies to Wraparound and REACH Care Coordinators. The term "Youth" is used in this policy and applies to the enrollee in the program, whether a child, adolescent, or young adult.

II. PROCEDURE

A. Enrollment.

1. When youth are attending Day Treatment Programs that are in the Wraparound Provider Network (WPN) at enrollment, the Care Coordinator (CC) will be notified of this on assignment. There will be an administrative approval entered authorizing Day Treatment for 30 days. This authorization will appear on the youth's prior authorization screen in Synthesis. Post the 30 day authorization, CC is to follow the Renewals section below.
2. Youth who are attending Day Treatment Programs that are not in the WPN are not enrolled until they are discharged from the out of network Day Treatment Program.

B. Placements Initiated by the Child & Family Team.

1. When it is determined that a youth's educational needs may not be able to be met in a traditional educational setting due to mental health needs, the Special Education Advocacy (SEA) Group, at (414) 257-6799, is to be consulted for school placement options.
2. If the recommendation is for Day Treatment services to be purchased through the WPN or Children, Youth, and Family Service (CYFS), CC will contact the SEA Group Director to discuss the youth's situation.
3. SEA Group Director (or designee) will review the most recent Individualized Education Plan (IEP) to determine if it includes the youth's needs and is being followed to fidelity.
4. If needed, SEA Group Director (or designee) may ask to attend the next Child & Family Team or IEP Meeting to discuss educational needs and day treatment services.
5. If day treatment services are approved, SEA Group Director will contact the Consultant assigned to Day Treatment Authorizations. An initial 90-day authorization will be entered on the youth's prior authorization screen in Synthesis.
6. CC is responsible to ensure that the Day Treatment need and service is reflected in the Plan of Care.
7. **If approved**, the CC should determine which programs have openings appropriate to the youth's needs. The CC should then arrange for a youth and family tour of these facilities to assist the family in choosing a Day Treatment Program.
8. If the Team is considering a CYFS Day Treatment Program, the CC must contact the SEA Group Director (or designee) for a discussion about the youth's educational needs. If a consensus is reached, the Human Service Worker will make a referral to the CYFS Day Treatment Coordinator. CYFS Day Treatment may be court ordered, but the prior authorization process still needs to be followed and a prior authorization must still be submitted.
9. **If not approved**, alternative recommendations will be provided to the CC to consider with the Child & Family Team.

C. Renewals (re-authorizations).

1. SEA Group Director (or designee) is to continue attending Child & Family Team or IEP Meetings. If an extension beyond the initial authorization is needed, SEA Group Director (or designee) will contact the Consultant assigned to Day Treatment Authorizations for documentation of the extension.

Note: If a youth does not attend a Day Treatment program for longer than 3 days, or stops attending Day Treatment permanently, please notify the SEA Group Director (or designee) at (414) 257-6799 and Wraparound Consultant who approves the authorization.

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/23/2022
	Brian McBride: ExDir2 – Program Administrator	8/23/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/17/2022
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