



MENTAL HEALTH BULLETIN

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC WELFARE

DATE OF ISSUE

April 3, 1995

EFFECTIVE DATE

July 1, 1994

NUMBER

4000-95-01

SUBJECT

Room and Board Payments for Mental Health
Only Children in Residential Facilities Which
Are Not JCAHO Accredited

BY

Deputy Secretary for Mental Health

SCOPE: Base Service Units
County MH Programs
Residential Facilities
County Commissioners* Association
County CASSP Coordinators
Parents Involved Network

PURPOSE:

To issue Departmental guidelines covering payment of room and board charges for individuals under age 21 not in custody of the children and youth system residing in a residential treatment facility not accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and for whom the Office of Medical Assistance Programs (OMAP) has authorized payment for mental health services.

BACKGROUND:

The Department of Public Welfare authorizes Medical Assistance (MA) reimbursement for medically necessary mental health services provided by Residential Treatment Facilities. OMAP has developed a process for creating a Department established fee for reimbursement of individual providers. The fee is individualized by provider and has two components; treatment, which is reimbursable through submission of bills to OMAP; and room and board, which is reimbursable by the county mental health programs in accordance with this Bulletin on and after July 1, 1994.

The approval of mental health services and the Department established rate to be paid for room and board charges are the responsibility of OMAP. The prior approval process used by OMAP to authorize payment for services provided by Residential Treatment Facilities includes a provision for county mental health programs to have input into the approval of services for individual children.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

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STATEMENT OF POLICY

ROOM AND BOARD PAYMENTS FOR MENTAL HEALTH ONLY CHILDREN IN RESIDENTIAL FACILITIES WHICH ARE NOT JCAHO ACCREDITED

55 PA CODE CHAPTER 4000, SECTION 4000.251

POLICY:

The county mental health program will pay for room and board charges for a child eligible for Medical Assistance in a residential facility when the following standards are met.

- (a) The Supplemental Security Income ("SSI") representative payee for the child must sign a Standard Room and board Contract (Attachment) upon the child's admission to the residential facility. Signing the contract obligates the representative payee to pay up to 72% of the monthly SSI payment for the child's room and board.
- (b) If the child is not a recipient of SSI benefits, other sources of income available to the child must be considered as described in 55 PA Code Chapter 6200, Section 6200.17. In such instances, the term "client", in the regulation is defined as the child receiving services.
- (c) When payment would represent a severe financial hardship for the parents or the legal guardian of the child, they may petition the County Mental Health Administrator for relief from the requirements of this Bulletin. A petition must be heard and a decision made within 3 working days of filing by the parent or legal guardian. The County Mental Health Administrator must notify the parent or Legal guardian in writing within two working days of a decision being made. The parent or legal guardian is not responsible for payment for days elapsed during the above described appeal and notification period.
- (d) The residential facility must collect payment from the SSI representative payee according to the terms of the Standard Room and Board contract or from the parent or legal guardian if #2 above applies. Any amount of the monthly charge for room and board established by OMAP, for which the SSI representative payee or parent or legal guardian is not responsible to pay, may be billed to the county mental health program. At the time the request for county payment is made, the facility must provide the county mental health program with documentation (e.g., the contract with the parent or the waiver granted under paragraph #3 above) that supports the amount of county payment requested.

(e) Payment Procedures:

The county mental health program must have a signed contract with the residential facility stipulating billing and payment conditions. At a minimum the contract must include provisions that the residential facility must submit the following information with each bill to the county mental health program in order to obtain payment for room and board charges incurred on a child's behalf:

- (1) The name and Medical Assistance client identification number of the child for whom room and board was provided.
- (2) A copy of the approved MA 97 authorizing Medical Assistance payment for the treatment services.
- (3) A copy of the invoice submitted to OMAP documenting the number of days of treatment in the billing period.
- (4) The number of days of payment requested from the county mental health program or children and youth program.
- (5) The Department established fee for room and board established for the residential facility.
- (6) The amount received or expected from the parent, legal guardian, or representative payee.
- (7) The total amount of reimbursement requested. This total may not exceed the number of days times the Department established rate minus the amount received or expected from the parent, legal guardian, or representative payee.

ATTACHMENTS:

Standard Room and Board Contract

RELATED REGULATIONS:

55 PA Code Chapter 6200, Room and Board Charges

STANDARD ROOM AND BOARD CONTRACT

THIS AGREEMENT, made on _____ between

_____, hereinafter referred to as parent, and,
(name of representative payee, parent or guardian)

_____, at _____
(provider agency) (address of provider agency)

hereafter referred to as provider

WITNESSETH:

Whereas, the parent is participating in a program furnished by the provider;
and

Whereas, room and board is furnished by the provider at

(address of residence)

- (1) Parent agrees to pay provider \$ _____ (The actual cost of room and board if the actual cost is less than 72% of the SSI maximum rate).
- (2) Parent agrees to pay provider \$ _____ (72% of the SSI maximum rate if the room and board cost is equal to or exceeds 72% of the maximum SSI rate).
- (3) Payment shall be made on a monthly basis and shall be due and payable the first day of each month. Payments for periods of less than a month shall be pro-rated and shall be due and payable prior to the child leaving the facility.
- (4) Monies for room and board shall be paid to the person designated by the provider. Such persons shall issue a receipt showing amount of payment and period covered.

SIGNED

Provider Date

Representative Payee,
Parent or Guardian Date

Witness Date

Witness Date