

For BHRS Providers

January 2015

ARE YOU MOVING? CHANGING YOUR PROGRAM? DON'T FORGET....

Some answers to frequently asked questions

Q: I plan to move or add a new site. When should I notify the Children's Bureau?

A: As soon as possible—and always prior to the move!

According to MAB 01-96-11, entitled "Procedures for Service Descriptions, providers are obligated to report any substantial changes to a service description (SD) to the Children's Bureau (CB): "If there are substantial changes in a service description that the Department previously approved, the provider must submit a new service description in accordance with current Departmental procedures." As a reminder location changes also impact a provider's PROMISE enrollment and must be reported to the appropriate office in the Department of Human Services.

Q: I plan on making changes to an approved service description (SD). Do I need to notify the CB?

A: Yes, as soon as possible—and, once again, always prior to making the change!

Q: What is considered a substantial change to an approved service description?

A: Changes in

- Services provided
- Staff qualifications
- Staffing ratios
- Population served
- License
- Therapeutic Approaches or Methodology

Q: I have a new service location in PROMISE but cannot bill for BHRS. How do I fix this?

A: Contact the CB to update your SD so that the BHRS codes can be placed on your new service location. Without an approval of changes to the service description from the CB, the BHRS codes will not be transferred to the new service location.

More questions? Contact the Children's Bureau at ra-servdescriptions@pa.gov