



Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, Virginia 23219

www.dmas.virginia.gov

MEDICAID MEMO

TO: All Providers of Day Treatment Services for Children and Adolescents in the Virginia Medical Assistance Program

FROM: Patrick W. Finnerty, Director
Department of Medical Assistance Services

MEMO Special

DATE 8/31/2004

SUBJECT: Clarification of Day Treatment Services for Children and Adolescents

The purpose of this memorandum is to clarify Medicaid's service requirements for Day Treatment Services for Children and Adolescents. DMAS identified inconsistencies regarding these requirements during utilization and review of providers, and is issuing this memorandum to clarify these requirements. Medicaid regulations require that the child or adolescent participate in a *program of therapeutic activities* in addition to being monitored in the classroom. Time spent directly monitoring the child or adolescent in the classroom or being onsite and available to respond to classroom behaviors may be billed to Medicaid, provided the following conditions are also met:

1. At least two hours of direct service per child shall occur per day. The hours of service provision may occur before, during, or after school. This requirement is in addition to the time spent monitoring or being available for the child/adolescent in the classroom;
2. A minimum of two or more therapeutic activities shall occur per day. This may include individual or group counseling/therapy. It also may include psychoeducational activities;
3. Family counseling, either in person or by telephone, occurs at least once per week. (Please note that telephone contacts are not billable);
4. A daily written summary of services provided is documented. The summary must include a description of the child's or adolescent's behavior, the staff interventions, and the response to the interventions. The summary must support the time billed;
5. If services are billed for time that the staff member is not in the classroom, specific objectives regarding classroom behavior must be identified. These objectives must be included in the Individual Service Plan (ISP). The objectives and progress toward

attainment must be reviewed with the student, and the student's response to the interventions must be included in the daily summary;

6. If the child or adolescent is on medication, education about side effects, monitoring of compliance and referrals for routine physician follow up must be documented; and
7. Referrals to the student's primary care provider for Early and Periodic, Screening, Diagnosis, and Treatment screening examinations are to be made and documented in the record.

If you have any questions regarding Day Treatment Services for Children and Adolescents, please contact the Helpline. The Community Mental Health Rehabilitation Services manual will be updated shortly to reflect the requirements set forth in this memorandum.

ELIGIBILITY AND CLAIMS STATUS INFORMATION

DMAS offers a web-based Internet option to access information regarding Medicaid eligibility, claims status, check status, service limits, prior authorization, and pharmacy prescriber identification information. The website address to use to enroll for access to this system is <http://virginia.fhsc.com>. The MediCall voice response system will provide the same information and can be accessed by calling 800-884-9730 or 800-772-9996. Both options are available at no cost to the provider.

COPIES OF MANUALS

DMAS publishes electronic and printable copies of its provider manuals and Medicaid Memoranda on the DMAS website at www.dmas.virginia.gov (*please note the new DMAS website address*). Refer to the Provider Column to find Medicaid and SLH provider manuals or click on "Medicaid Memos to Providers" to view Medicaid Memoranda. The Internet is the most efficient means to receive and review current provider information. If you do not have access to the Internet, or would like a paper copy of a manual, you can order these by contacting Commonwealth-Martin at 804-780-0076. A fee will be charged for the printing and mailing of the manuals and manual updates requested.

"HELPLINE"

The "HELPLINE" is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except State holidays, to answer questions. The "HELPLINE" numbers are:

786-6273	Richmond area
1-800-552-8627	All other areas

Please remember that the "HELPLINE" is for provider use only.