

Big Bend Community Based Care Policy and Procedure

Series:	100: Intake	
Policy Name:	Requests for Purchase of Services	
Policy Number:	101	
Origination Date:	03/09/2009	Revised: Board Meeting of 12/13/2018
Regulation:	65C-16, F.A.C. 65C-24, F.A.C. 65C-28, F.A.C. 65C-30, F.A.C. 65C-31, F.A.C.	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to utilize and maximize all funding sources in order to maintain children in their home. In the event of a removal, BBCBC is committed to the provision of needed services for children and their families.

Procedure

A. Client Eligibility.

1. The Dependency Case Manager (DCM) or Child Protective Investigator (CPI) will establish the child or family's eligibility. The DCM or CPI shall exhaust all community resources before requesting Purchase of Service (POS) funds, including those funded using Medicaid dollars.
2. Children and their families who are at risk of experiencing abuse or neglect are eligible. Often these funds are requested by a CPI.
3. Children and their families served by our System of Care, either by Family Intervention or traditional case management are eligible.

B. Service Eligibility.

1. POS funds are used for services that reduce the underlying conditions that led to the abuse, neglect, or threatened harm to either prevent removal, eliminate the need for ongoing traditional case management services, or to facilitate reunification. There must be a clear connection between the outcome of the service or product delivered and the need to strengthen the family.
2. POS Funds are accessed to facilitate Adoption Finalizations.
3. POS Funds are utilized to assist young adults who have aged out of foster care and meet eligibility criteria to transition successfully or address emergency needs.
4. Goods or services purchased will be in one (1) of the following categories:
 - a. **Home Maintenance.** Utility bills, shut off fees, emergency housing repairs, furniture, appliances;
 - b. **Temporary Housing.** Rent, lease payments, deposits;
 - c. **Housekeeper/Homemaker Services.** Teaching housekeeping/homemaker skills such as meal preparation, budget management, or maintaining a clean home;

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- d. **Transportation.** Car repairs, transportation costs, bus/taxi fare;
 - e. **Clothing.** Clothing needed for daily living;
 - f. **Summer Camp.** Overnight or day camps during the summer such as educational/musical camps, sports related camps or Boy Scouts/YMCA camps;
 - g. **School-Related Expenses.** School uniforms, sports related expenses, music lessons, tutoring, or graduation expenses;
 - h. **Behavioral Health Assessments.** Initial comprehensive individual and family assessments of parents and children, including children removed from their home and placed with a relative; focused on implementation of early intervention services that maximize the opportunities for early reunification or permanency planning decisions;
 - i. **Behavioral Health Services.** Development, implementation and monitoring of behavior management programs or clinical interventions that increase adaptive behavior or otherwise improve critical behavioral health factors for the child(ren), parent(s), or relative caregiver(s).
5. Medicaid will be utilized in lieu of POS funding for Medicaid eligible services.
6. DCMs and CPIs may choose service providers from within the BBCBC-approved network of providers or identify a provider outside of the network. Determinations of appropriate providers should be made using the following order of decisions:
- a. The specific service need should be identified;
 - b. If the service can be funded through Medicaid, a Medicaid provider should be chosen;
 - c. If the service cannot be funded through Medicaid, or if there is no Medicaid provider willing to provide it, then a provider from within the BBCBC Network should be chosen;
 - d. If the service cannot be obtained from within the BBCBC Network, then a provider from outside of the Network may be chosen.

C. Application and Approval Process.

1. POS requests are initiated by the DCM or CPI. The Accounting Unit receives the request via two (2) methods:
 - a. **Automated Method.** The request flows from DCM to Supervisor and then to the Program Manager for the CMO who will approve the request. The last approval automatically routes the request to BBCBC Accounting Department.
 - b. **Manual Method.** The request flows from Protective Investigator (PI) to Supervisor and then to the Operational Program Administrator (OPA) for DCF who will approve the request. If request is Five Hundred Dollars (\$500.00) or greater, the request must be approved by the CMO. Requests are then sent to Accounting for processing.
2. The BBCBC Utilization Management Specialist reviews all requests for mental health services to assure that the accurate service is requested and that Medicaid dollars are utilized whenever possible.
3. BBCBC fiscal staff review all POS requests to assure that requests have been completed correctly and to identify the most appropriate funding source. Fiscal staff provide authorization notification to the DCM or CPI and the provider.