

Big Bend Community Based Care Policy & Procedure

Series: 1000: Network Administration

Policy Name: Utilization Management

Policy Number: 1003

Origination Date: 5/5/2009

Revised: Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to manage the utilization of services and resources to ensure that: services provided meet the needs of children and their families; service provision is appropriate; the agency conducts itself in a transparent and open manner; and the agency uses data to inform practice decisions.

Procedure

- A. BBCBC implements a utilization management process across its Network that is continuous and includes common criteria for admission, services provided, length of service, level of care, and termination of service decisions.
- B. BBCBC has multiple processes to assure continuous review of out-of-home services and placements.
 1. **Permanency Staffing.** Staffings are conducted for all out-of-home children receiving services and are held at regular intervals as deemed necessary by the permanency team to insure that the services to address the identified needs, are appropriate, and are being implemented. Specific attention is given to children still awaiting permanency after twelve (12) months and subsequent meetings are held as appropriate.
 2. Other staffings to ensure the most appropriate placement may include: Length of Stay staffing, Multi-disciplinary Team Staffing, High End Placement Staffings, Group Home Staffings, and any other staffings deemed necessary.
 3. These staffing processes are designed to ensure:
 - a. The identification of children who require regularly scheduled staffings (in addition to those above) due to specific individual issues or needs;
 - b. The appropriateness of the placement for the child's needs;
 - c. The benefit of the services being provided to the child;
 - d. The discharge plan for the child;
 - e. That BBCBC has the most current and accurate information for use in monitoring its licensed out-of-home care expenditures.
 4. Staffing processes are conducted by the Intake Placement Specialist, Utilization Management Specialist, and Supervisor, Director or designee.
- C. BBCBC manages the authorization of services and subsequent payment for services through an electronic Purchase of Service (POS) system.

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- D. BBCBC utilizes data from a variety of sources to inform utilization decisions and to share information with stakeholders.