

Big Bend Community Based Care Policy & Procedure

Series:	300: Medical and Behavioral Health Care	
Policy Name:	Multi-Disciplinary Team Meetings	
Policy Number:	309	
Origination Date:	9/1/2008	Revised: Board Meeting of 12/13/2018
Regulation:	Ch. 39, F.S. Florida Medicaid: Community Behavioral Health Services Coverage and Limitations Handbook	

Referenced Documents:

300-309 x 1, Multi-Disciplinary Team (MDT) Meeting Note
300-309 x 2, Multi-Disciplinary Team (MDT) Staffing Participants and Outcome

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to utilize the Multi-Disciplinary Team in accordance with Florida Medicaid to assess children with mental health and/or substance abuse needs for different levels of therapeutic intervention.

Procedure

- A. BBCBC will provide coordination and act as liaison in obtaining authorization for therapeutic services, to include specialized therapeutic foster care and therapeutic group care, from the child's Medicaid Managed Assistance (MMA) plan.
- B. A Multi-Disciplinary Team (MDT) will be held when a child is thought to be in need of specialized therapeutic foster care, therapeutic group care, or SIPP (Statewide Inpatient Psychiatric Program) placement.
- C. The MDT will be chaired by the BBCBC Utilization Management Specialist (Behavioral Health Coordinator).
 1. The core members of the MDT should include:
 - a. Utilization Management Specialist or designee;
 - b. Child Welfare Case Manager or Targeted Case Manager (community children only);
 - c. Clinical representatives familiar with the current clinical treatment and condition of the child and caregivers;
 - d. BBCBC Intake/Placement staff;
 - e. Area ACHA representative.
 2. Included in the MDT process are other child advocates within the community including parents, foster parents, guardian ad litem, attorneys, providers, school, etc.
 3. Documents required for the MDT Therapeutic Packet include, but are not limited to:
 - a. MDT staffing form;
 - b. Comprehensive Behavioral Health Assessment (CBHA) (if available);

Big Bend Community Based Care Policy & Procedure

- c. Treatment Plan and Progress Notes;
 - d. School Individual Educational Plans (IEP) (if applicable);
 - e. Incident reports;
 - f. Baker Act Discharge Summaries (if applicable).
4. The MDT staffing form will contain the child's current information, including diagnosis, medications, intensity and frequency of maladaptive behaviors, reason for removal and permanency plan, documentation of other services attempted, and discharge plan (See *Staffing Form*).
 5. A child's medical needs will also be addressed by the MDT whenever there are concerns to be addressed or the issues impact treatment.
- D. Medical necessity criteria for decision making for the various levels of therapeutic care are currently specified in the Medicaid Handbook.
1. The Utilization Management Specialist (Behavioral Health Coordinator) will ensure that medical necessity criteria are established.
 2. Documentation of the results of the MDT will be documented.
 3. BBCBC will monitor to ensure that necessary services are subsequently provided.
- E. The CBCIH Behavioral Health Specialist and/or Health Care Specialist is available for consultation, review and/or participation in the MDT process in cases where the MDT recommendation may differ from the recommendation of a current Suitability Assessment or when the current treatment provider and other members of the MDT may not agree upon the needed or most appropriate level of care.
- F. The MDT Outcome Form includes a confidentiality statement and records attendance, outcome, recommendations, committee member's approval/ dissent, and any additional comments attendees may want to document (See *Staffing Outcome Form*).
- G. The Utilization Management Specialist (Behavioral Health Coordinator) or designee will also be responsible for:
1. Coordination and notification of the MDT staffing schedules, including notification to all parties of MDT cancellation and subsequent rescheduling.
 2. Maintenance of a centralized log ("Specialized Level of Care Log") to track referrals to the MDT, outcomes, level of care, provider, therapist, and case manager.
- H. Placement in a home licensed as a specialized therapeutic foster home is intended for children eligible for specialized therapeutic foster care services.
1. Any exception to that requirement must be approved in writing by the Multi-Disciplinary Team and must comply with BBCBC's policy related to foster home waivers.
 2. The MDT staffing form will be used as documentation.