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1.0 Description of the Procedure, Product, or Service

The purpose of case management services for adults and children at-risk for abuse, neglect or exploitation is to assist them in gaining access to needed medical, social, educational, and other services; to encourage the use of cost-effective medical care by referrals to appropriate providers; and to discourage over-utilization of costly services.

2.0 Eligible Recipients

2.1 General Provisions

NC Medicaid (Medicaid) recipients must be enrolled on the date of service and may have service restrictions due to their eligibility category that would make them ineligible for this service.

NC Health Choice (NCHC) recipients, ages 6 through 18 years of age, must be enrolled on the date of service to be eligible, and must meet policy coverage criteria, unless otherwise specified.

2.2 EPSDT Special Provision: Exception to Policy Limitations for Recipients under 21 Years of Age

42 U.S.C. § 1396d(r) [1905(r) of the Social Security Act]

Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) is a federal Medicaid requirement that requires the state Medicaid agency to cover services, products, or procedures for Medicaid recipients under 21 years of age **if the service is medically necessary health care** to correct or ameliorate a defect, physical or mental illness, or a condition [health problem] identified through a screening examination** (includes any evaluation by a physician or other licensed clinician). This means EPSDT covers most of the medical or remedial care a child needs to improve or maintain his/her health in the best condition possible, compensate for a health problem, prevent it from worsening, or prevent the development of additional health problems. Medically necessary services will be provided in the most economic mode, as long as the treatment made available is similarly efficacious to the service requested by the recipient's physician, therapist, or other licensed practitioner; the determination process does not delay the delivery of the needed service; and the determination does not limit the recipient's right to a free choice of providers.

EPSDT does not require the state Medicaid agency to provide any service, product, or procedure

- a. that is unsafe, ineffective, or experimental/investigational.
- b. that is not medical in nature or not generally recognized as an accepted method of medical practice or treatment.

Service limitations on scope, amount, duration, frequency, location of service, and/or other specific criteria described in clinical coverage policies may be exceeded or may not apply as long as the provider's documentation shows that the requested service is medically necessary "to correct or ameliorate a defect, physical or mental illness, or a condition" [health problem]; that is, provider documentation shows how the service, product, or procedure meets all EPSDT criteria, including to correct or improve or maintain the recipient's health in the best condition possible, compensate for a health problem, prevent it from worsening, or prevent the development of additional health problems.

****EPSDT and Prior Approval Requirements**

- a. If the service, product, or procedure requires prior approval, the fact that the recipient is under 21 years of age does **NOT** eliminate the requirement for prior approval.
- b. **IMPORTANT ADDITIONAL INFORMATION** about EPSDT and prior approval is found in the *Basic Medicaid and NC Health Choice Billing Guide*, sections 2 and 6, and on the EPSDT provider page. The Web addresses are specified below.

Basic Medicaid and NC Health Choice Billing Guide:

<http://www.ncdhhs.gov/dma/basicmed/>

EPSDT provider page: <http://www.ncdhhs.gov/dma/epsdt/>

2.3 Health Choice Special Provision: Exceptions to Policy Limitations for Health Choice Recipients ages 6 through 18 years of age

EPSDT does not apply to NCHC recipients. If a NCHC recipient does not meet the clinical coverage criteria within **Section 3.0** of the clinical coverage policy, the NCHC recipient will be denied services. Only services included under the Health Choice State Plan and the DMA clinical coverage policies, service definitions, or billing codes will be covered for NCHC recipients.

3.0 When the Procedure, Product, or Service Is Covered

Note: Refer to Subsection 2.2 regarding EPSDT Exception to Policy Limitations for Medicaid Recipients under 21 Years of Age.

3.1 General Criteria

Procedures, products, and services related to this policy are covered when they are medically necessary and

- a. the procedure, product, or service is individualized, specific, and consistent with symptoms or confirmed diagnosis of the illness or injury under treatment, and not in excess of the recipient's needs;
- b. the procedure, product, or service can be safely furnished, and no equally effective and more conservative or less costly treatment is available statewide; and
- c. the procedure, product, or service is furnished in a manner not primarily intended for the convenience of the recipient, the recipient's caretaker, or the provider.

3.2 Specific Criteria

Medicaid and NCHC cover At-Risk Case Management Services when:

- a. The assessment has been performed by a provider who is certified by the N.C. Division of Aging and Adult Services and is enrolled with Medicaid as a case management provider.
- b. The service is medically necessary. (When the recipient meets Medicaid requirements and meets one or more of the adult or child categories, the service is considered to meet the medical necessity requirement for At Risk Case Management Services.)

3.3 Children

An at-risk child is an individual under 18 years of age, not institutionalized, and meets one or more of the following criteria:

- a. a child with a chronic or severe physical or mental condition whose parent(s) or caretaker(s) are unable or unwilling to meet the child's care needs and who is not receiving targeted case management for the mentally retarded/developmentally disabled; **or**
- b. a child whose parents are mentally or physically impaired to the extent that there is a need for assistance with maintaining family stability and preventing or remedying problems which may result in abuse or neglect of the child; **or**
- c. a child born of adolescent parents (under age 18) or of parents who had their first child when either parent was an adolescent and there is a need for assistance with maintaining family stability, strengthening individual support systems, and preventing or remedying problems which may result in abuse or neglect of the child; **or**
- d. a child who was previously abused, neglected or exploited and the conditions leading to the previous incident continue to exist; **or**
- e. a child where abuse, neglect or exploitation has been confirmed and the need for child protective services exists.

3.4 Adults

An at-risk adult is an individual who is at least 18 years old, or an emancipated minor, is not institutionalized, and meets one or more of the following criteria:

- a. an adult with only one consistent identified caregiver, who needs personal assistance 24 hours per day with two or more of the activities of daily living (bathing, dressing, grooming, toileting, transferring, ambulating, eating communicating); **or**
- b. an adult with no consistent identified caregiver, who is unable to perform at least one of the activities of daily living (bathing, dressing, grooming, toileting, transferring, ambulating, eating, communicating); **or**
- c. an adult with no consistent identified caregiver, who is unable to carry out instrumental activities of daily living (managing financial affairs, shopping, housekeeping, laundry, meal preparation, using transportation, using a telephone, reading, writing); **or**

- d. an adult who was previously abused, neglected or exploited and the conditions leading to the previous incident continue to exist; **or**
- e. an adult where abuse, neglect or exploitation has been confirmed and the need for adult protective services exists.

4.0 When the Procedure, Product, or Service Is Not Covered

Note: Refer to Subsection 2.2 regarding EPSDT Exception to Policy Limitations for Medicaid Recipients under 21 Years of Age.

4.1 General Criteria

Procedures, products, and services related to this policy are not covered when

- a. the recipient does not meet the eligibility requirements listed in **Section 2.0**;
- b. the recipient does not meet the medical necessity criteria listed in **Section 3.0**;
- c. the procedure, product, or service unnecessarily duplicates another provider's procedure, product, or service; **or**
- d. the procedure, product, or service is experimental, investigational, or part of a clinical trial.

4.2 Specific Non-Covered Criteria

At-Risk Case Management Services are not covered when the recipient receives Medicaid or NCHC case management services through the following sources or programs:

1. Recipients are hospitalized, institutionalized or in a nursing facility; **or**
2. All Community Alternatives Programs (CAP); Child Services Coordination program (CSC); Maternity Care Coordination (MCC) program; Human Immunodeficiency Virus (HIV) Case Management Services.

4.2.1 Non-Covered Services

Medicaid and NCHC do not reimburse the Case Manager for:

- a. time spent traveling to and from the recipient's location or for transporting a recipient to and from providers and programs for services;
- b. time spent in preparing documentation—completing the assessment form, writing the service plan, and the dictation and documentation activities for recipient records when these activities are performed as separate activities; **or**
- c. the actual cost of services and resources, such as housing or counseling, as part of At-Risk Case Management Services.

Note: Only the case manager's activities in assisting recipients to locate and utilize such resources are a reimbursable service.

4.2.2 Foster Care Program

If a child is in the legal custody or placement responsibility of a county Department of Social Services (DSS) any activities performed by the foster care case worker that relate directly to the provision of foster care services cannot be covered as targeted case management. Since these activities are a component of the overall foster care service to which the child has been referred, the activities do not qualify as targeted Case Management Services for Adults and Children At-Risk for Abuse, Neglect or Exploitation. The following activities are considered to be part of the direct delivery of foster care services and, therefore, may not be billed to Medicaid or NCHC as a case management activity:

- a. Research gathering and completion of documentation required by the foster care program.
- b. Assessing adoption placements.
- c. Recruiting or interviewing potential foster care parents.
- d. Serving legal papers.
- e. Home investigations.
- f. Providing transportation.
- g. Administering foster care subsidies and making placement arrangements.

Note: This list is intended to be illustrative and is not all inclusive.

4.3 NCHC Non-Covered Criteria

Except as otherwise provided for eligibility, fees, deductibles, copayments, and other cost sharing charges, health benefits coverage provided to children eligible under the Health Choice program shall be equivalent to coverage provided for dependents under the NC Medicaid Program except for the following:

- a. no services for long-term care;
- b. no non-emergency medical transportation;
- c. **no EPSDT**; and
- d. dental services shall be provided on a restricted basis.

4.4 Medicaid Non-Covered Criteria

No additional non-covered criteria.

5.0 Requirements for and Limitations on Coverage

Note: Refer to Subsection 2.2 regarding EPSDT Exception to Policy Limitations for Medicaid Recipients under 21 Years of Age.

5.1 Prior Approval

Prior approval is not required.

5.2 Service Components

5.2.1 Assessment

The recipient's situation is evaluated to determine the need for initial or continuing At-Risk Case Management services. This component includes activities that focus on needs identification. Activities include assessment of an eligible individual to determine the need for any medical, educational, social and other services. Local county departments of social services (DSS) child welfare services staff use Structured Decision-Making Tools or the Child/Client/Family Assessment Form. DSS adult services staff uses the Adult Services Functional Assessment. Other comparable approved assessment tools are also permitted. The continuing appropriateness of providing At-Risk Case Management Services is assessed by the social worker during quarterly reviews of the service plan.

5.2.2 Service Planning

Service planning is a crucial component of providing At-Risk Case Management Services. The social worker may use the following forms to document service planning for the recipient:

- a. a Child Client/Family Assessment Form and Service Plan; **or**
- b. the Adult Client/Family Assessment Form and Service Plan; **or**
- c. the DSS Family Services Agreement (DSS Children's Services form); **or**
- d. the Adult and Family Service Plan (Aging and Adult Services form).

Any one of these forms may be used to develop and implement the service needs of the recipient. The Service Plan builds on the information collected through the assessment phase and includes activities to ensure the active participation of the Medicaid or NCHC eligible recipient and others to develop individual goals and a course of action. The goals and actions in the service plan should address medical, social, educational and other services needed by the eligible recipient. The Service Plan must be signed by the social worker and the recipient.

Whichever form is used, the Service Plan must be reviewed quarterly to assess the continuing appropriateness of providing At-Risk Case Management Services. Quarterly visits must be conducted in a face to face contact between the social worker and the recipient.

5.2.3 Referral/Linkage

This component includes assisting the Medicaid or NCHC eligible recipient in locating and contacting medical, social, educational providers and/or programs and other services to meet the assessed needs of the recipient. Service delivery is coordinated when multiple providers or programs are involved in care provision to assure the most appropriate services are rendered while avoiding duplication.

5.2.4 Monitoring/Follow-up

This component includes activities and contacts that are necessary to ensure the Service Plan is effectively implemented and adequately addresses the needs of the Medicaid or NCHC eligible recipient and is consistent with quality of care. The activities and contacts may involve the eligible recipient, family members, providers or other entities. This function includes making necessary adjustments in the Service Plan or Services Agreement and service arrangements with providers.

5.3 Provision of Services

Case managers are responsible for the following:

- a. Obtaining referrals and conducting pre-screening assessments.
- b. Verifying the recipient's Medicaid or NCHC eligibility and determining any third party insurance coverage.
- c. Identifying any other case management services the recipient may be receiving to ensure non-duplication of payment.
- d. Assessing appropriateness of service and documenting service on the appropriate service plan or services agreement.
- e. Resolving questions and completing forms with information from the contacting client, family, physician, and other appropriate personnel.
- f. Performing a new assessment and creating a new service plan beyond the twelve month period. These activities must be completed during the 12th month of service. The service plan must be signed by the case manager and the recipient before services are provided beyond the initial 12 continuous months.

5.4 Location of Services

Services can be provided in any setting except public correctional or detention facilities and institutions.

5.5 Limitations

Medicaid and NCHC allow a maximum of 96 units per day/per recipient (96 units constitutes one day of case management activities).

6.0 Providers Eligible to Bill for the Procedure, Product, or Service

To be eligible to bill for procedures, products, and services related to this policy, providers shall

- a. meet Medicaid or NCHC qualifications for participation;
- b. be currently Medicaid - enrolled; and
- c. bill only for procedures, products, and services that are within the scope of their clinical practice, as defined by the appropriate licensing entity.

6.1 Provider Certification

Only local County Department of Social Services certified and qualified by the N. C. Division of Aging and Adult Services may enroll with Medicaid as an At-Risk Case Management Services provider. A Medicaid-enrolled DSS may provide At-Risk Case Management Services.

6.2 Provider Agreement

All case management providers must sign a provider agreement with the Division of Medical Assistance (DMA) and meet all applicable state and federal laws governing the participation of providers in the Medicaid program.

6.3 Provider Agency Qualifications

6.3.1 Agencies

Local County DSS agencies for At Risk Case Management Services must meet the following qualifications.

- a. Certified by the N.C. Division of Aging and Adult Services as a qualified case management provider.
- b. Have qualified case managers with supervision provided by a supervisor who meets North Carolina state requirements for Social Work Supervisor I or Social Work Supervisor II classification.
- c. Have the capability to access multi-disciplinary staff, when needed.
 1. For adults, this includes, at a minimum, medical professionals as needed and an adult protective services social worker meeting the following qualifications:
 - a. Have a Master of Social Work degree or a Bachelor of Social Work degree, or be a social worker who meets State requirements for Social Worker II classification; and
 - b. Have training in recognizing risk factors related to abuse, neglect, or exploitation of elderly or disabled adults and in assessment of functional capacity and needs related to activities of daily living; and
 - c. Have experience in case management services for elderly and disabled adults.
 2. For children, this must include medical professionals as needed and a child protective services social worker meeting the following qualifications:
 - a. Have a Master of Social Work degree or a Bachelor of Social Work degree, or be a social worker who meets State requirements for Social Worker II classification; and
 - b. Have training in recognizing risk factors related to abuse or neglect of children and in assessing family functioning; and
 - c. Have experience in case management services for children and their families.
- d. Have experience as a legal guardian of persons and property.

6.3.2 Case Managers for Adults

Case Managers for at-risk adults must meet the following qualifications:

- a. have a Master of Social Work degree or a Bachelor of Social Work degree, or be a social worker who meets North Carolina state requirements for Social Worker II classification; and
- b. have training in recognizing risk factors related to abuse, neglect, or exploitation of elderly or disabled adults and in assessment of functional capacity and needs related to activities of daily living; and
- c. have experience in case management services for elderly and disabled adults.

6.3.3 Case Managers for Children

Case Manager qualifications for at-risk children must meet the following qualifications:

- a. have a Master of Social Work degree or a Bachelor of Social Work degree, or be a social worker who meets State requirements for Social Worker II classification; and
- b. have training in recognizing risk factors related to abuse or neglect of children and in assessing family functioning; and
- c. have experience in case management services for children and their families.

7.0 Additional Requirements

Note: Refer to Subsection 2.2 regarding EPSDT Exception to Policy Limitations for Medicaid Recipients under 21 Years of Age.

7.1 Compliance

Providers shall comply with all applicable federal, state, and local laws and regulations, including the Health Insurance Portability and Accountability Act (HIPAA) and record retention requirements.

7.2 Case Manager Responsibilities

Case manager responsibilities include, but are not limited to, the following:

- a. Assessment, as described in **Subsection 5.2.1**;
- b. Service planning, as described in **Subsection 5.2.2**;
- c. Referral and linkage, as described in **Subsection 5.2.3**;
- d. Monitoring/follow-up, as described in **Subsection 5.2.4**;
- e. Communicating the goals of the service plan to the provider agency; and
- f. Reviewing the service plan quarterly and/or when there is a change in the recipient's condition.

7.2.1 Documentation Requirements

The following documents must be kept permanently from the date of service and must be available to DMA or its agent upon request. The records must include the following:

- a. The recipient's name and date of birth on each page of the service record.
- b. Assessment and service plans.
- a. Documentation of the case manager's At-Risk Case Management Service activities, including:
 1. Descriptions of at-risk case management service activities;
 2. Dates of service;
 3. Amount of time involved in at-risk case management service activities, in minutes;
 4. Records of referrals to providers and programs;
 5. Records of service monitoring evaluations;
 6. Signatures and credentials of the person providing each service; and
 7. Progress notes with achievements or measurable progress; description of services performed; the place of service delivery; and dates of service.

7.2.2 Provider Records

Each provider must maintain case records that indicate all contacts with and on behalf of recipients. Each provider must allow DMA to access the following documentation for each recipient:

- a. The recipient's name and Medicaid or NCHC identification number.
- b. A copy of the service plan with clearly defined goals and within timeframes.

7.3 Quality Assurance

Providers must develop, implement, and maintain a quality assurance plan and policy.

7.4 Non-Duplication of Service

The provider must ensure that services do not duplicate the services of any other provider.

8.0 Policy Implementation/Revision Information

Original Effective Date: October 1, 1992

Revision Information:

Date	Section Revised	Change
12/1/05	Subsection 2.2	The web address for DMA's EDPST policy instructions was added to this section.
12/1/05	Subsection 5.1.1	The Adult Comprehensive Functional Assessment was corrected to the Adult Services Functional Assessment and text was added to indicate that the social worker conducts the assessment.
12/1/05	Subsection 5.1.2	Text was added to indicate that the Service Plan must be signed by the social worker and the recipient and that quarterly visits must be conducted face-to-face between the social worker and the recipient.
12/1/06	Subsection 2.2	The special provision related to EPSDT was revised.
12/1/06	Sections 3.0, 4.0, and 5.0	A note regarding EPSDT was added to these sections.
5/1/07	Sections 2 through 5	EPSDT information was revised to clarify exceptions to policy limitations for recipients under 21 years of age.
8/1/10	Subsection 2.3/2.5	Removed reference to MPW and MQB Medicaid cards
8/1/10	Sections 1.0, 2.0, 3.0, 4.0, 5.0, 6.0	Updated to current policy template language
8/1/10	Section 7.0	Added standard EPSDT language
8/1/10	Section 6.0	Changed qualifications of At Risk Case Management providers
10/28/10	Section 2.0	Removed 2.5 (Medicare Qualified Beneficiaries)
10/28/10	Subsection 5.2.1	Added reference to permit other comparable approved assessment tools
10/28/10	Subsection 6.1	Strengthened language to clarify that only local County Department of Social Services certified and qualified by the N.C. Division of Aging and Adult Services may reenroll with Medicaid as an At-Risk Case Management Services provider
10/28/10	Subsection 6.3	Substituted the term "provider" with "Local Count DSS agencies for At-Risk Case Management Services"
10/28/10	Subsection 6.3	Added "10A" to each reference of NCAC 10A220.0123
10/28/10	Subsection 7.2.1	Removed minimum six year documentation requirements. Documents must be permanently kept from the date of service.
10/28/10	Attachment: A., Section: G	Inserted: "Case Management Services for Adults and Children at Risk for Abuse, Neglect, or Exploitation" to specify the title of policy referenced in Attachment A, Section G

Date	Section Revised	Change
11/8/10	Subsection 6.3	Substituted all NCAC citations referring to 10A NCAC 220.0123 by inserting actual language of the rule
11/8/10	Throughout	Changed "Section" to "Subsection" where needed to match current standard policy template format
3/12/12	Throughout	NC Health Choice Program clinical Coverage Policy promulgated to be equivalent to NC Medicaid Program Clinical Coverage Policy Number 12-A pursuant to SL2011-145, Section 10.41.(b).
3/12/12	Throughout	Medicaid and Health Choice Clinical Coverage Policy No:12A combined into single policy
06/30/2014	All Sections and Attachments	Policy Termination

Attachment A: Claims-Related Information

Reimbursement requires compliance with all Medicaid or NCHC guidelines, including obtaining appropriate referrals for recipients enrolled in the Medicaid and NCHC managed care programs.

A. Claim Type

Professional (CMS-1500/837P transaction)

Note: Claims for services can be billed only if the case management activities are documented on the service plan and provided by qualified professionals. According to DMA Administrative Letter number 04-01 dated August 21, 2000, it is allowable for area mental health centers to bill for clinical case management and for DSSs to bill for at risk case management for the same day of service. Children's Developmental Service Agencies bill for targeted case management for at-risk children in the early intervention programs.

B. Diagnosis Codes

Providers shall bill the ICD-9-CM diagnosis codes(s) to the highest level of specificity that supports medical necessity.

C. Billing Code(s)

Case Management Services for Adults and Children At-Risk for Abuse, Neglect or Exploitation are billed with HCPCS procedure code T1017, Targeted Case Management, for each 15 minute unit.

Providers are required to select the most specific billing code that accurately describes the service(s) provided.

HCPS Code	Description
T1017	Targeted Case Management (One Unit = 15 Minutes)

D. Modifiers

Procedure code T1017 has no modifier for Case Management Services for Adults and Children At-Risk for Abuse, Neglect or Exploitation.

E. Billing Units

At-Risk Case Management Services is reimbursed in units of services (15 minutes = 1 unit). The daily time spent by the case manager performing case management activities for a recipient may be totaled and converted to the appropriate unit of service (15 minutes) and billed as one charge to Medicaid or NCHC.

F. Place of Service

Services can be provided in any setting except public correctional or detention facilities and institutions.

G. Co-payments

Co-payments are not required for Case Management Services for Adults and Children at Risk for Abuse, Neglect, or Exploitation.

H. Reimbursement

Providers shall bill their usual and customary charges.
For a schedule of rates, see: <http://www.ncdhhs.gov/dma/fee/>

I. Third Party Liability

The availability of payment from other sources must be taken into account prior to expending Medicaid or NCHC funds. Each provider must develop a billing system to identify and bill all liable third parties.