Transformations – BHP Open Case Flow Chart

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| Referrals & Intake | Accepting Referral | 1st Session  | 2nd Session | 3rd Session |
| * Are made via the Transformationsllc.net website
* Intake Coordinator verifies insurance coverage
* An intake provider accepts the referral, contacts the parent/guardian and completes an intake evaluation, which includes a biopsychosocial and CASII
* Intake Coordinator sends an email request to all BHPs of family in need of therapist
 | * BHP accepts referral
* Document acceptance of referral and all attempts to arrange services with the family in blank note within 48 hours of acceptance in blank notes on MC+
* Verify insurance coverage
* Obtain authorization for services if needed.
* Passport gives 30 comp units and Wellcare gives 20 comp units
* Humana CareSource, Aetna Better Health, Anthem Medicaid and MHNet do not require pre-authorization for psychotherapy, family or collateral codes
 | MH Assessment – H0031 OR Psychotherapy 90837 (if client present)* Complete BHP enrollment packet
* Complete CAFAS assessment with the parent/guardian (For adults use the LOCUS and for children under 5 years old use the ESCII) and begin to gather info for the tx plan goals and crisis plan (If client NOT present this is an H0031 code. If client is present then this is a 90837 code.)
* Bring CAFAS TX Plan Signature Page
* Document that the parent/guardian and client, if present, participated in completing the CAFAS assessment and begin to develop TX plan goals
 | Tx Plan Development – H0032* At your home office type up the TX plan goals and crisis plan

 * This is an H0032 code, which is TX plan development. This is an EVENT code and cannot be used with other codes.
 | Psychotherapy or Family therapy – 90837 or 90846/90847* Give a copy of the TX plan to the parent/guardian
* Review the TX plan with parent/guardian
* Make changes if needed based on the response of the parent/ guardian
* Add an addendum to the progress note documenting that you gave a **copy**, **reviewed** and got a **response** to the TX plan from the parent/guardian on 1st session progress note
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TX = treatment BHP = Behavioral Health Professional CAFAS = Child & Adolescent Functioning Assessment Scale

**Remember when working with an MCO such as Passport or Wellcare that gives a limited number of complimentary units that we must reduce this number by 1 when setting up the authorization tracker because the Intake counts as 1 unit of service.**