Coordination with CASSP Coordinators

Scope: This Provider Alert applies to all mental health inpatient and PRTFs providers serving HealthChoices North Central Members. The 23 counties (North Central) impacted by this Provider Alert include: Bradford, Cameron, Centre, Clarion, Clearfield, Columbia, Elk, Forest, Huntingdon, Jefferson, Juniata, McKean, Mifflin, Montour, Northumberland, Potter, Schuylkill, Snyder, Sullivan, Tioga, Union, Warren, and Wayne.

Purpose: Community Care requests that inpatient facilities and PRTFs obtain consent and notify the CASSP Coordinator from the county of residence when an admission occurs to promote communication, collaboration and coordination of care.

We believe that a closer working relationship between the CASSP Coordinators and providers will positively impact the following elements of service delivery for our members: communication, overall quality of care, coordination of care, and access to resources in the local community that will keep our children/individuals within their natural environment.

To make this communication more streamlined, Community Care has created the attached CASSP Notification Form, which can also be found on the Community Care website. Please begin using this form beginning March 1, 2020. This form will help to ensure that inpatient mental health and PRTFs are notifying the CASSP Coordinators in the member’s county of residence about the admission and to assess the need for case coordination services.

The process to follow is outlined below:

- Providers will begin the process by educating individuals or parents regarding the correlation between better outcomes with coordination of care. Providers will then request that individuals or parents sign a release of information form to notify the CASSP Coordinator (see attached contact list) in the individual’s county of residence where Community Care is the payor or will be the payor once the MA eligibility has been established. Please enter the attached notification form into the member’s chart as evidence of attempt to notify/coordinate even if the child/individuals or parent declines to sign release of information.
Coordination with the CASSP Coordinators

- Providers must request that the child/adolescent or parent sign a release of information form to notify Community Care that coordination with the CASSP Coordinator has occurred.

- Upon admission of a Community Care North Central member to the facility, providers are required to notify the CASSP Coordinator and the Community Care care manager of the admission. Each provider will complete the attached form and fax or email (secure) to the CASSP Coordinator of member’s county of residence. Provider may utilize a similar form if the content is preserved and entered into the member’s chart as evidence of notification/coordination.

- Additionally, beyond notification, it is expected that the inpatient provider will include the CASSP Coordinator and Community Care care manager in any treatment team meetings and aftercare/discharge planning discussions to assist with exploration of options for individuals, including discussion to determine whether enhanced services in the community and additional community and natural supports might meet the needs of the individual.

Community Care appreciates your cooperation in this important quality improvement effort and will initiate a follow-up process to ensure appropriate coordination of care and compliance with this Provider Alert. Together, we believe that this will improve the treatment process and enhance coordination of services resulting in better, long-term results for children/adolescents and their families.