

## **Behavioral Health Residential Facility (BHRF) Prior Authorization Documentation Requirements**

### **For Fee-For-Service (FFS) Providers**

#### **Initial Prior Authorization**

1. Documentation has to be submitted **prior to** the Behavioral Health Residential Facility (BHRF) admission. If admission is urgent and documents are from the crisis clinic or member's treatment provider, or the TRBHA, then admission notification must be sent to AHCCCS Division of Fee-For-Service Management (DFSM) **on the day of the admission**. [See form here](#).
2. Admission date has to be written on the documents.
3. The documents must be completed by the outpatient or inpatient treatment team (not the admitting BHRF) and must include:
  - Behavioral Health Assessment done by the Behavioral Health Provider (BHP) or cosigned by the BHP
  - Treatment Plan that has recommendation for the member to be admitted to the BHRF
4. Members have to receive **treatment at the BHRF for the BHRF to submit claims for payment**. Members cannot receive treatment from the outpatient providers and only live in the BHRF. For example, if the member goes to the Day Hospital Treatment Program or Intensive Outpatient and only comes to the BHRF to eat and sleep, then the BHRF cannot submit the claim for payment. The BHRF can bill code H0018 only for full treatment day. If a member needs additional treatment done by the outpatient provider, this must be written in the Treatment Plan.
5. The BHRF has to notify the TRBHA and/or outpatient team of admission and start care coordination.

#### **Continued Stay Authorization**

1. Upload documents to the PA Portal and include date span request. Nothing else has to be done.
2. Documents needed:
  - The latest BHRF Assessment – including the 72 hours from admission assessment done by the BHP or cosigned by the BHP
  - The latest Treatment Plan, not older than 30 days from the submission date, signed by the BHP and the member

#### **Additional Requirements**

1. AHCCCS might request additional documents including, but not limited to:
  - Daily member's schedule

**PLEASE REVIEW ALL AHCCCS [AMPM POLICIES](#), INCLUDING 310-B, 320-O AND 320-V, FOR ADDITIONAL INFORMATION. FOR ADDITIONAL TRAINING OPORTUNITIES, PLEASE SEE: [DFSM TRAINING](#).**

-Daily group notes – with group topics, connection to the member’s Treatment Plan and details of member’s participation

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