

**SECTION: 4, CHAPTER: 1100**  
**POLICY: 1104, Concurrent Review for Hospitalizations**

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**1. PURPOSE:**

The Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) requires that Tribal/Regional Behavioral Health Authorities (T/RBHAs) must have policies, procedures, processes, and criteria in place that govern the utilization of services in institutional settings. T/RBHAs will have procedures for review of medical necessity prior to a planned institutional admission (precertification) and for determination of the medical necessity for ongoing institutional care (concurrent review).

**2. TERMS:**

Definitions for terms are located online at <http://www.azdhs.gov/bhs/definitions/index.php>. The following terms are referenced in this section:

Certification of Need (CON)  
Recertification of Need (RON)

**3. PROCEDURES:**

- a. Policies and procedures for the concurrent review process must:
  - i. Include relevant clinical information when making hospital length of stay decisions. Relevant clinical information may include but is not limited to symptoms, diagnostic test results, diagnoses, and required services.
  - ii. Specify timeframes and frequency for conducting concurrent review and decisions:
    - (1) Authorization for institutional stays that will have a specified date by which the need for continued stay will be reviewed.
    - (2) Admission reviews should be conducted within one business day after notification is provided to the T/RBHA by the hospital or institution (this does not apply to precertification) ([42 C.F.R. 456.125](#)).
  - iii. Provide a process for review that includes but is not limited to:
    - (1) Necessity of admission and appropriateness of the service setting;
    - (2) Quality of care;
    - (3) Length of stay;
    - (4) Whether services meet the member's needs;
    - (5) Discharge needs; and
    - (6) Utilization pattern analysis.
  - iv. Establish a method for the T/RBHAs participation in the discharge planning of all members in institutional settings.
  - v. The Integrated RBHA must also:
    - (1) Monitor timeframes and frequency for conducting concurrent review and decisions of acute levels of care including Skilled Nursing Facility (SNF)
    - (2) Track the number of SNF days utilized by a member in a contract year and the process for intervening with AHCCCS Member Services on day 45 when an ALTCS application is pending

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- b. Criteria for decisions on coverage and medical necessity must be clearly documented and based on reasonable medical evidence or a consensus of relevant health care professionals.
  - i. Medical criteria must be approved by the T/RBHAs Medical Management/Utilization Management (MM/UM) Committee. Criteria must be adopted from national standards. When providing concurrent review, the T/RBHA must compare the member's medical information against medical necessity criteria that describes the condition or service.
  - ii. Initial institutional stays are based on the T/RBHAs adopted criteria, the member's specific condition, and the projected discharge date.
  - iii. Continued stay determinations are based on written medical care criteria that assess the need for the continued stay. The extension of a medical stay will be assigned a review date each time the review occurs. The T/RBHA ensures that each continued stay date is recorded in the member's record.

**4. REFERENCES:**

[42 CFR 438.10 \(a\)](#)  
[42 CFR 438.114](#)  
[42 CFR 441](#)  
[42 CFR 441.152](#)  
[42 CFR 456](#)  
[42 CFR 456.160](#)  
[42 CFR 456.360](#)  
[9 A.A.C. 10](#)  
[9 A.A.C. 21](#)  
[9 A.A.C. 22-210](#)  
[9 A.A.C. 22-1204](#)  
[9 A.A.C. 22-1205](#)  
[9 A.A.C. 31-210](#)  
[9 A.A.C. 31-1205](#)  
[9 A.A.C. 34-206](#)  
[AHCCCS/ADHS Contract](#)  
[ADHS/RBHA Contract](#)  
[ADHS/TRBHA IGAs](#)  
[AHCCCS Medical Policy Manual \(AMPM\), Chapter 1000](#)  
[Policy 1801, Title XIX/Title XXI Notice and Appeal Requirements](#)  
[Policy 1803, Grievance and Request for Investigation for Persons Determined to have a Serious Mental Illness \(SMI\)](#)  
[Policy 1804, Notice and Appeal Requirements \(SMI and Non-SMI/Non-Title XIX/XXI\)](#)

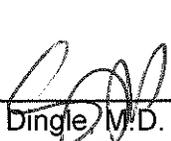
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5. APPROVED BY:

  
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