



Division of Behavioral Health Services
Office of Compliance

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TO: T/RBHA CEOs and CMOs

FROM: Cory Nelson
Deputy Director

Margaret McLaughlin
Branch Chief of Compliance

SUBJECT: POLICY CLARIFICATION: Verification of SMI Eligibility Determinations

DATE: August 14, 2014

This memorandum is intended to clarify the responsibilities of Tribal and Regional Behavioral Health Authorities (T/RBHAs) and T/RBHA providers in meeting the Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) expectations regarding requirements in the following ADHS/DBHS policy:

- ADHS/DBHS Policy and Procedures Manual, Policy 106, *Serious Mental Illness (SMI) Eligibility Determination*

When a person is determined to have a Serious Mental Illness (SMI), the person receives a behavioral health category assignment of “SMI” in Arizona’s public behavioral health system. A behavioral health category is used for various purposes, such as determining potential eligibility for Medicaid benefits, determining coverage of services with Non-Title XIX/XXI funding, and requiring or excluding individuals from having to pay co-payments for services. Effective immediately, T/RBHAs and T/RBHA designees who conduct SMI eligibility determinations will begin using [Policy Form 106.2, Serious Mental Illness Determination Verification](#) (see attachment to this Memorandum). The purpose of this form is to allow the T/RBHA and contracted providers to verify updated diagnostic and functional status for individuals who have previously been determined to have SMI. The form does not replace Policy Form 106.1, SMI Determination, but enables the T/RBHA and providers to “verify” a member’s SMI status when they are unable to locate the member’s original SMI determination documentation or when the SMI determination is more than 10 years old from the current date (as required by AHCCCS for eligibility/enrollment for benefits).

The form must be completed by a licensed psychiatrist, psychologist, or nurse practitioner, then submitted to the T/RBHA for approval. The T/RBHA is responsible for monitoring and validating the forms. The T/RBHA must keep copies of the validated Policy Form 106.2, Serious Mental Illness Determination Verification; DBHS may require the T/RBHA to submit documents as part of random sample audits.

Policy Form 106.2, Serious Mental Illness Determination Verification, will be posted online with [Policy 106, Serious Mental Illness Eligibility Determination](#). T/RBHAs are expected to incorporate the form into the T/RBHA editions of the Provider Manual. Questions regarding this clarification may be directed to the ADHS/DBHS Policy Office at (602) 364-4656 or PolicyUnit@azdhs.gov.