

BHS Policies and Procedures



City and County of San Francisco
Department of Public Health
San Francisco Health Network
BEHAVIORAL HEALTH SERVICES

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POLICY/PROCEDURE REGARDING: Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) and Therapeutic Behavioral Services (TBS) Notices

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Director of Behavioral Health Services

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Manual Number: 3.02-14

References: DMH Information
Notice No: 08-38 Therapeutic
Behavioral Services

Technical Revision. Replaces Policy 3.02-14 dated December 30, 2013.

Purpose:

As required by DMH Information Notice No: 08-38 Therapeutic Behavioral Services, San Francisco Behavioral Health Services (BHS) has implemented procedures to ensure that Early and Periodic Screening, Diagnosis and Treatment (EPSDT) and Therapeutic Behavioral Services (TBS) Notices are provided to Medi-Cal beneficiaries under 21 years of age and their representatives (usually parents/legal guardians or public placement agency workers) at the time of placement in certain types of facilities, including:

- A Skilled Nursing Facility (SNF) with a Specialized Treatment Program (STP) or a Mental Health Rehabilitation Center (MHRC) that has been designated as an Institution for Mental Diseases (IMD)
- A Short-Term Residential Therapeutic Program (STRTP) formerly RCL 13- 14 foster care group home
- A Short-Term Residential Therapeutic Program (STRTP) formerly RCL-12 foster care group home when SFCBHS is involved in the placement
- An emergency psychiatric admission to a hospital with which SFBHS has a contract

Scope:

This procedure applies to Therapeutic Behavioral Services offered through the Behavioral Health Services (BHS) Division of the San Francisco Department of Public Health.

Procedure:

Clients referred to SNF/STPs or MHRCs designated as an IMD are admitted to such facilities after receiving conservatorship through San Francisco's Office of Conservatorship Services. EPSDT/TBS Notices are provided to the beneficiary by his or her designated Conservator. The Office of Conservatorship Services provides EPSDT/TBS Notices to each beneficiary between the ages of 18 – 21

when referred to the office even if the beneficiary is not admitted to the aforementioned locked treatment facilities. The TBS Office makes periodic contact with the Office of Conservatorship Services, and evidence that notices were provided is through declaration/self-report.

Children and Youth referred to a STRTP formerly RCL 13 – 14 and RCL 12 group homes, are screened and approved by the San Francisco Multi-Agency Services Team (MAST). EPSDT/TBS Notices are provided to the representative of the beneficiary during the meeting whenever the requested level of care is approved. The legal representative is responsible for providing copies of the notices to the beneficiary. Evidence that notices were provided to the legal representative are recorded and marked in the designated column on the MAST subacute placement and approval tracking form.

Effective July 1, 2004 the following program review objective was included in all psychiatric hospital contracts:

“Contractor will provide EPSDT and TBS Notices supplied by SFBHS to any Medi-Cal beneficiary under 21 years of age admitted into the hospital. Copies will also be provided to the beneficiary’s representative.”

This objective is monitored through the compliance declaration/self-report. As a precaution for beneficiaries under the age of 18, SFBHS Comprehensive Child Crisis Staff (or in-patient Discharge Planner) will provide notices to the beneficiary and legal representative if discovering that the hospital has not done so, and the staff person will document their distribution of the notices via client contact note.

In relation to the above, if the TBS office becomes aware that EPSDT and TBS notices were not distributed as described above (e.g., the SFBHS representative was unable to provide notices during MAST; the Conservator informs the TBS Office that the required notices were unable to be delivered to a beneficiary), the TBS Coordinator or designee will send the notices to the beneficiary and/or legal representative once the proper contact information is obtained by the TBS office.

The current EPSDT and TBS notices that are being used were found on the DHCS website, and copies are kept on file in the TBS office.

Contact Person:

TBS Coordinator, (415) 255-3682

Distribution:

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