

Frequently Asked Questions about the Level of Need Determination (LOND) reporting process and the Integrated Service Array Progress Review (ISAPR)/BERS-2 reporting process:

1. How does this information affect the MHO region and why is it important?

This information should be helpful to the MHO in determining whether the children being served in the ISA are getting better, it is important information for the Child and Family Team, and it provides quality improvement data to the MHO and local community. It is also utilized in the capitation rate calculation, so accuracy and completion of data is important.

2. Who is responsible for determining level of need for the ISA?

The MHOs are responsible for completing this process for children enrolled in managed care. The CMHPs are responsible for completing this process for children not enrolled in managed care (fee for service). This can be accomplished directly or through delegation.

3. How soon after the date of determination does the ISA progress review need to be completed?

ISA progress review data should be gathered upon admission to ISA level of service. Level of need determination and ISA progress review data should be submitted in batch, by 60 days after the end of the quarter in which it was obtained.

4. What should be done about discharges for children who were in ISA prior to the ISAPR being implemented?

The only reporting that is required is for children who **entered** ISA during the period of time it became a MHO agreement requirement (after 01/01/09).

Level of Need Determination reporting process

- 1. What should be done with old data that were never submitted, including dates of determination prior to 10/1/05?**

These data should be submitted to open the ISA episode, using the original determination date. Records can be submitted as far back as necessary.

- 2. If my county/MHO administers the CASII on all children being assessed, does the LOND data get reported on the children who do not meet criteria for the ISA?**

Data should be submitted on all children referred for a LOND, whether or not they meet criteria for the ISA.

- 3. How should a closing record be submitted if one element (last name, ID#, etc.) has changed (due to adoption, for example), or was entered incorrectly, from that of the original record?**

Make a note of the name (ID) change in the comment field and AMH will handle it manually.

Integrated Service Array Progress Review/BERS-2 reporting process

- 1. What should be done with children under age 5?**

Children under age 5 should NOT be administered the BERS-2 as it is not normed for them and is developmentally inappropriate. However, it is still important to submit the ISA Progress Review for children under 5. "Not applicable" (N/A) can be used for questions that do not apply to the child should they be under the age of 5. This information is useful in planning and developing early childhood services.

- 2. How does the Early Childhood Service Intensity Instrument (ECSII) fit in to these reporting requirements?**

The 2010 MHO agreement requires the ECSII to be used in the LOND process for children age 5 and under. ECSII data will be required to be reported after 1/1/2010. ECSII trainings will be conducted by AMH in October and December 2009. Manuals will be available for purchase through the American Academy of Child and Adolescent Psychiatry (AACAP).

3. Is there an ECSII database?

The Program Analysis and Evaluation (PAE) Unit of AMH will be creating this database and more information will be sent out when it is completed and ready for use.

4. What normative data should be used for scoring the BERS-2?

Non-SED children is the normative data category that should be used.

5. Is faxing the BERS-2 data a violation of copyright law?

If faxes are received from providers before data entry, this isn't a problem. Normally these data are submitted along with the ISAPR.

6. Is there a manual for the ISA Progress Review?

The PAE Unit of AMH is drafting a manual. The manual will be available this fall.

7. What is the date of determination?

This is the date the child was determined to meet criteria for the ISA, and should match the date in the LOND data submission.

8. What is the date of referral?

This is the date that the child was referred for a LOND.

9. Once a child is determined to meet criteria for the ISA, can the date of determination change, such as due to another CASII being administered?

No.

10. If the child returns for another episode of service, does there need to be a new LOND administered, thus creating a new determination date?

Yes, if the child no longer meets criteria for the ISA and the record had already been closed.

11. If a child meets criteria for the ISA but does not utilize that level of service for any reason, what should be done about reporting?

The child is reported as meeting criteria for the ISA through LOND reporting, and closed as soon as it is determined that they won't be engaged in services.

12. How should the questions about school attendance be answered during summer break?

This item can be coded N/A during summer breaks. It is important to ascertain that the child is not in summer school or a year round school program before doing so.

13. Is there an operational definition for “delinquent behavior?”

In Appendix 7 of the 2009 MHO contractual agreement, it is described as: “all acts of delinquency (misdemeanors, felonies and all status offenses except runaways), with or without awareness by legal authorities.”

14. What about changes in placement or MHO?

With changes in MHO and placement, a new LOND may be completed, with a resulting new time frame for the ISAPR to be completed, but this is at the discretion of the individual MHO. The “old” information can also be used. Changes in placement **within the same MHO** would not require a new LOND, and the determination date for ISA would remain the same.

15. If a child is in a BRS placement through child welfare, does that change their ISA level of need, and who is responsible for tracking that?

The Child and Family Team should carefully review the service coordination plan to determine the need for ISA services for children in BRS placements. The MHO would track the services, and keep the child as an open ISA recipient based on the individual needs of the child.

16. How will these data from the ISAPR be used and stored by AMH?

The State will use the data in analyzing the care and services provided to children who meet criteria for the ISA. Reports and data analyses will be based on the most recent, most accurate data available as of the time of the report/analysis. The data will be retained indefinitely in an Access database maintained by the PAE unit at AMH within the State database.