

## **Decision Tool for Processing Plans for Developmentally Delayed Consumers That Are Submitted Without a Supporting Psychological Evaluation**

Authorization of services for developmentally delayed consumers, as well as for those with Traumatic Brain Injury (TBI), requires documentation that substantiates the developmental delay or TBI. Typically this documentation includes test results for IQ and adaptive functioning – though for disorders within the Autism spectrum additional test results are included – reported within the Psychological Evaluation, or similar documents.

However, often the Psychological Evaluation does not accompany the person-centered plan submission or authorization request. There is a shortage of professionals who are qualified to complete this level of evaluation and waiting lists for appointments are often lengthy. Case Managers therefore often submit plans or authorization requests well in advance of the required supporting documentation. SMC developed the following guidelines for processing such cases.

1) Plans submitted without Psychological Evaluations or other documentation that substantiates the DD or TBI must demonstrate the following, in order for the consumer to obtain immediate LME funded services.

Symptoms describe a severe, chronic disability which:

- Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- Is manifested before the person attains age 22, unless the disability is caused by a traumatic head injury and is manifested after age 22
- Is likely to continue indefinitely;
- Results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, capacity for independent living, learning, mobility, self-direction and economic self-sufficiency; and
- Reflects the person's need for a combination and sequence of special interdisciplinary, or generic care, treatment, or other services which are of a lifelong or extended duration and are individually planned and coordinated.

2) If a Psychological Evaluation has not been completed:

- It is recommended that an appointment be scheduled with a psychologist for assessment as soon as possible or that the case manager can show reasonable effort to attain this.
- The plan should document the need for immediate services

3) SMC accepts other documentation in lieu of a Psychological Evaluation, such as a School Psychologist's assessment, neurological evaluation, or basic assessment completed by a pediatrician, child psychiatrist, or psychologist with supporting diagnoses, as long as it documents the criteria necessary for developmental delay. These

documents need to include the date the intellectual functioning assessment was completed.

4) If the above criteria are met, LME funded services may be authorized in 30-day increments, until the receipt of the required supporting documentation.

- Targeted Case Management (TCM) is the primary service that SMC approves in such cases. Other services may be approved on case by case basis, if the need is clinically justified in the plan.

5) If the above criteria are not met:

- The Care Manager should call the person who submitted the plan and request the needed Psychological Evaluation. If, during that conversation, the provider staff informs the Care Manager of information not in the plan, but information that clinically justifies a more urgent service authorization, the Care Manager may follow the procedure in item 4 above, and document the clinical justification in an Integrated Service Note, as well as on an authorization memo.
- If the requested supporting documentation is not provided during the telephone contact, and is not returned within 5 business days, the plan must be Administratively Non-Certified.
- The plan can then be resubmitted at a later date, along with the requested supporting documentation.