

POLICIES AND PROCEDURE MANUAL

Chapter:	Utilization Management		
Title:	Retrospective Sample Review of Acute Care Services Procedure		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Page: 1 of 2	Review Cycle: Biennial Author: Director of Utilization and Care Management Utilization Management Committee	Adopted Date: 03.05.2019 Review Date: 05.03.2022	Related Policies: Service Philosophy Utilization Management Retroactive Sample Review of Acute Care Services Policy

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Purpose

Mid-State Health Network (MSHN) and its provider network shall ensure that medical necessity determination decisions for acute care services are conducted using defined criteria and standardized service selection guidelines. In the context of this procedure acute care services include inpatient psychiatric hospitalization, crisis residential, and continuing stay reviews for inpatient psychiatric hospitalization. The purpose of this procedure is to define how MSHN and its Community Mental Health Service Programs (CMHSPs) ensure the consistent application of medical necessity criteria for acute care services by implementing a sampling process to complete retrospective reviews of acute care services.

Procedure

- A. MSHN and its CMHSP participants use nationally-recognized written criteria based on sound clinical evidence (MCG Behavioral Health Medical Necessity Guidelines) to make Utilization Management (UM) decisions for acute care services.
- B. In addition to using objective and evidence-based criteria and best practices, each CMHSP will also take into consideration objective data based upon typical service utilization patterns for specialty behavioral health services, and the consumer's individual circumstances and the local delivery system when determining the medical necessity of acute care services.
- C. Each CMHSP will implement a retrospective sampling process to conduct reviews of a percentage of all cases in which acute care services were received, including services provided to individuals with dual Medicare/Medicaid eligibility
- D. The retrospective review process will evaluate each of the selected sample cases to determine if medical necessity criteria were met according to the MCG Behavioral Health Medical Necessity Guidelines
- E. Each CMHSP's procedure related to conducting retrospective sample reviews for acute care services must include the following necessary elements:
 - i. The sample size reviewed must be set at a 90% confidence level and 5% confidence interval for annual cases in which acute care services were received, and then divided by 12 to get the monthly review sample size.
 - ii. The frequency of review must be quarterly
 - iii. Results of review activity will be reported by each CMHSP on a quarterly basis during MSHN UM Committee meetings
- F. MSHN will assure each CMHSP has in place the required policies and procedures and demonstrates compliance with all aspects of assuring medical necessity for acute care services is being applied consistently at the local level. MSHN will perform monitoring of these delegated functions via annual site review activity and through quarterly UM Committee meeting reports

Applies to:

- ☒ All Mid-State Health Network Staff
☐ Selected MSHN Staff, as follows:
☒ MSHN's CMHSP Participants: ☐ Policy Only ☒ Policy and Procedure
☐ Other: Sub-contract Providers

Definitions/Acronyms:

CMHSP: Community Mental Health Service Program

MCG: MCG Health is a software vendor who offers a proprietary product, the MCG Care Guidelines. The MCG Care Guidelines were selected by the Michigan Parity Workgroup as the tool to be utilized by all Michigan PIHPs and CMHSPs to provide care guidance for acute behavioral health services.

MDHHS: Michigan Department of Health & Human Services

MSHN: Mid-State Health Network

PIHP: Prepaid Inpatient Health Plan

Provider Network: refers to MSHN CMHSP Participants and SUD providers directly under contract with the MSHN PIHP to provide/arrange for behavioral health services and/or supports. Services and supports may be provided through direct operations or through the subcontract arrangements

References/Legal Authority:

1. Mental Health Parity and Addiction Equity Act of 2008
2. MDHHS Mental Health and Substance Use Disorder Parity Assessment and Corrective Action Plan, 2018

Other References:

N/A

Change Log:

Date of Change	Description of Change	Responsible Party
10.22.2018	New Procedure	Director of Utilization and Care Management
02.27.2020	Annual Review- no changes	UM Committee
02.24.2022	Biennial Review- no changes	UM Committee