

Outpatient Clinical Services Manual Procedure For Completion of Initial ANSA/CANS by
Other Behavioral Health Professional

Type: Procedure

Date Issued: 08/2019

Last Review Date:

Last Revision Date:

Supersedes: None

Issued By: Clinical Directors

Next Review Date: 8/2022

Purpose: To expedite the process of obtaining a Medicaid Rehabilitation Option (MRO) package, and to better facilitate consumer's access to care, Other Behavioral Health Professional (OBHP) are eligible to complete Initial ANSA/CANS assessment.

PROCEDURE:

- 1.0 Initial Intake (Brief) with diagnostic impression must be completed prior to the ANSA/CANS being completed.
- 2.0 If consumer has Medicaid only payor schedule the service 37002, Supplemental Initial ANSA/CANS.
 - 2.1 The location and program must be chosen as appropriate
 - 2.2 When scheduled, a supplemental note will be triggered to the incomplete documents box.

Complete the document and indicate in the note that the initial ANSA/CANS is being completed

 - 2.2.1 The service will revenue automatically at zero
 - 2.2.2 The document will count towards productivity of the provider
- 3.0 If consumer has DCS and Medicaid as payors; schedule the HBCW service 61019 or Homemaker service 61020. In order to schedule either service, there must first be a referral from DCS authorizing the billing of the service.
- 4.0 Go to the Intake tab
- 5.0 Complete the appropriate ANSA/CANS sub assessment located at the appropriate ANSA/CANS tab. IF approved by Clinical Supervisor or designated staff, upload to a document.
- 6.0 Attach the ANSA/CANS document to the scheduled Supplemental initial ANSA/CANS service.
- 7.0 Review and transfer ANSA/CANS to Clinical Supervisor or designated staff for approval.
- 8.0 Supervisor will review and sign.
- 9.0 Supervisor will review for DSC/HAP eligibility ensuring residency, financial eligibility and diagnosis eligibility. The supervisor will log the ANSA/CANS on the HAP Eligibility and Assessment Tracking Workbook, and every Monday morning email current list to the Director of Corporate Outcomes.