

Mississippi CAN/CHIP Autism Program Provider Training

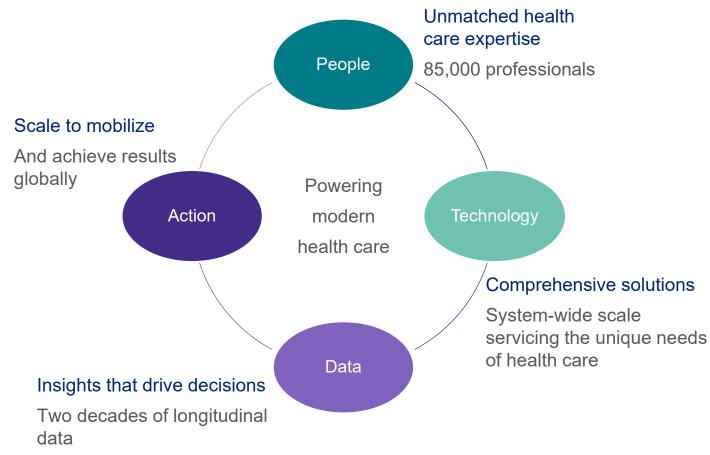
Optum with UnitedHealthcare Community Plan Mississippi





Who is Optum?

- Optum is a collection of people, capabilities, competencies, technologies, perspectives and partners sharing the same simple goal: to make the health care system work better for everyone
- Optum works collaboratively across the health system to improve care delivery, quality and cost-effectiveness
- We focus on three key drivers of transformative change: engaging the consumer, aligning care delivery and modernizing the health system infrastructure





UnitedHealth Group Structure

UNITEDHEALTH GROUP®



Helping make the health system work better for everyone

Information and technology- enabled health services:

- Health and Behavioral Health management and interventions
- Health Technology solutions
- Pharmacy solutions
- Intelligence and decision support tools
- Administrative and financial services



Helping people live healthier lives

Health care coverage and benefits:

- Employer & Individual
- Medicare & Retirement
- Community & State
- Global



Our United culture

Our mission is to help people live healthier lives
Our role is to make health care work for everyone

Integrity.
Compassion.
Relationships.
Innovation.
Performance.

Honor commitments Never compromise

Walk in the shoes of the people we serve And those with whom we work

Build trust through collaboration

Invent the future, learn from the past

Demonstrate excellence in everything we do



Who is Optum

Making care simpler and more effective for everyone

Health intelligence and innovation





Seamless administrative transactions

Whole person health - physical, mental and social



Connecting every aspect of health Designing care around the person Making health care smarter Ensuring equitable health for all



Health equity ingrained into every aspect of our company culture



Simpler,

smarter care

coordination

Innovative community care models

Proven clinical expertise and informed decision support





Information when you need it

Optum and You

Our relationship with you is foundational to the recovery and well-being of the individuals and families we serve. We are driven by a compassion that we know you share. Together, we can set the standard for industry innovation and performance.

Achieving our Mission:

- Starts with Providers
- Serves Members
- Applies global solutions to support sustainable local health care needs

From risk identification to integrated therapies, our mental health and substance abuse solutions help to ensure that people receive the right care at the right time from the right providers.



Specialty Network Services

Customers we serve:

- 50% of the Fortune 100 and 34% of the Fortune 500
- Largest provider of global Employee Assistance
 Programs (EAP), covering more than 19 million lives in over 140 countries
- Local, state and federal government contracts (Public Sector)

Serving almost 43 million members:

- 1 in 6 insured Americans
- The largest network in the nation, delivering best in class density, discounts and quality segmentation
- More than 140,000 practitioners; 4,200 facilities with 9,000 facility locations

Simultaneous NCQA and URAC accreditation

Staff expertise:

Multi-disciplinary team of 50 staff
 Medical Directors, (e.g., child and adolescent, medical/psychiatric, Board-Certified Behavior Analysts, and addiction specialists) just to name a few





Optum Autism Program Member Information

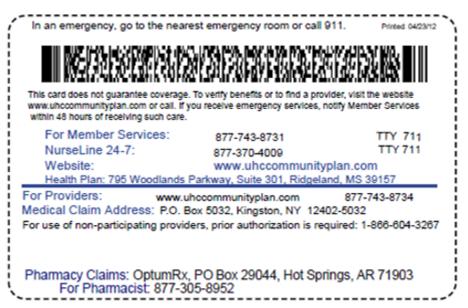




Member ID Card

- Will be sent directly to the member
- The member's ID number will be their Medicaid number
- All relevant contact information will be on the back of the card for both medical and behavioral customer service





Please note this image is for illustrative purposes only.



Member Rights and Responsibilities

Members have the right to be treated with respect and recognition of his or her dignity, the right to personal privacy, and the right to receive care that is considerate and respectful of his or her personal values and belief system

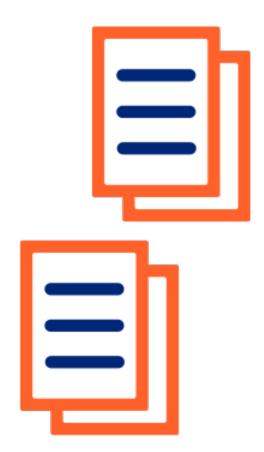
Members have the right to disability related access per the Americans with Disabilities Act

You will find a complete copy of Member Rights and Responsibilities in the Provider Network Manual

These can also be found on the website: <u>providerexpress.com</u>

These rights and responsibilities are in keeping with industry standards. All members benefit from reviewing these standards in the treatment setting

We request that you display the Rights and Responsibilities in your waiting room, or have some other means of documenting that these standards have been communicated to the members





Member Website

<u>liveandworkwell.com</u> makes it simple for members to:

- Identify network clinicians and facilities
- Locate community resources
- Find articles on a variety of wellness and work topics
- Take self-assessments





The search engine allows members and providers to locate in-network providers for behavioral health and substance use disorder services.

Providers can be located geographically, by specialty, license type and expertise.

The website has an area designed to help members manage and take control of life challenges.



Who is eligible?

To be eligible for MS CAN/CHIP Autism services, a client must meet both of the following criteria:



Be younger than age 21



Be covered under Mississippi CAN or Mississippi CHIP

AND meet the following criteria:



Have a diagnosis of an autism spectrum disorder, as defined by the most current version of the Diagnostic and Statistical Manuel (DSM-5)





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Autism Program Services



ABA Credentialing Criteria (1 of 2)

Individual Board-Certified Behavior Analysts—Solo Practitioner

- Board Certified Behavior Analyst (BCBA) with active certification from the national Behavior Analyst Certification Board, and
- State licensure
- State Medicaid certification in good standing
- Compliance with all state/autism mandate requirements as applicable to behavior analysts
- Minimum professional liability coverage of \$1 million per occurrence/ \$1 million aggregate









ABA Credentialing Criteria (2 of 2)







ASD Groups

- BCBAs must meet the standards above and hold supervisory certification from the national Behavior Analyst Certification Board if in supervisory role
- Compliance with all state/autism mandate requirements as applicable to behavior analysts
- BCaBAs must have active certification from the national Behavior Analyst Certification Board and appropriate state licensure
- Behavior Technicians must have RBT certification from the national Behavior Analyst Certification Board, or alternative national board certification, and receive appropriate training and supervision by BCBAs
- BCBA on staff providing program oversight
- BCBA performs skills assessments and provides direct supervision of paraprofessionals in joint sessions with client and family
- \$1 million/occurrence and \$3 million/aggregate of professional liability and \$1m/\$1m of general liability if services are provided in a clinic setting
- \$1million/occurrence and \$3million/aggregate of professional liability and \$1m/\$1m of supplemental insurance if the agency provides ambulatory services only (in the patient's home)



Autism Remote Supervision

Optum allows BCBAs within contracted Autism groups to conduct remote supervision via videoconferencing technology.

In order to be eligible to provide Autism remote supervision via videoconferencing technology you must do the following:

- Complete the Autism/ABA Remote Supervision Compliance Attestation form by clicking here, and faxing it to your Regional Autism Network Manager
- Ensure that your videoconferencing technology is HIPAA compliant and meets current American
 Telemedicine Association minimum standards
- After you receive approval from your Regional Autism Network Manager, you must indicate on each applicable treatment request that Autism remote supervision will be utilized

Billing for MS CAN/CHIP Autism remote supervision services:

Bill for supervision with 97155, whether performed remotely or in person





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Steps in Providing Treatment



Clinical Team: Mississippi CAN/CHIP Autism

Dedicated Autism Clinical Team

There is a dedicated autism clinical team that will be supporting the Mississippi CAN/CHIP Autism program:

- Each team member is a licensed behavioral health clinician or BCBA with experience and training in Autism
- Supervised by a manager who is a licensed psychologist and BCBA-D





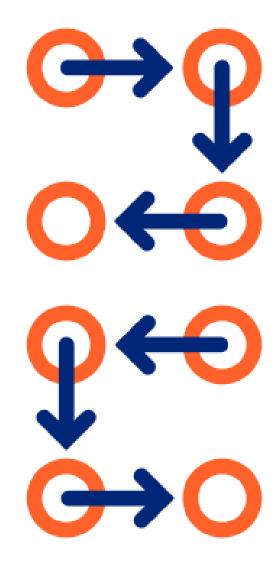
Intake

At intake

- Copy front and back of the member's insurance card
- Record subscriber's name and date of birth

Suggested information:

- Provide subscriber with your HIPAA policies
- Provide subscriber with consent for billing using protected health information including signature on file
- Always get a consent for services
- Informed Consent: services, to leave voicemail, email, etc.
- Billing policies and procedures
- Release of Information to communicate with other providers





Release of Information

- We release information only to the individual, or to other parties designated in writing by the individual, unless otherwise required or allowed by law
- Members must sign and date a Release of Information for each party that the individual grants permission to access their PHI, specifying what information may be disclosed, to whom, and during what period of time
- The member may decline to sign a Release of Information which must be noted in the Treatment Record; the decline of the release of information should be honored to the extent allowable by law
- PHI may be exchanged with a network clinician, facility or other entity designated by HIPAA for the purposes of Treatment, Payment, or Health Care Operations



Eligibility and Prior Authorization

- Call the number on the back of the member's insurance card to see if member is eligible for your services or verify on provider portal
- Check benefit coverage relating to both the service (e.g., Is Autism-based therapy covered?) and the diagnosis (e.g., Is autism covered?) on provider portal or by calling the number on the member's insurance card
- Make sure all services receive prior approval before beginning services When calling the Autism Care Advocate, you must have:
 - Member's name
 - □ ID#
 - Date of birth
 - Address
- Prior authorization not required for assessment, code 97151
- Treatment Request Authorization Request Form can be submitted either:
 - online at <u>ABA Treatment Form (force.com)</u>
 - OR via fax at 1-888-541-6691
- Meet Medical Necessity this applies to initial and concurrent reviews
- Provider must submit the results of the Autism assessment and the treatment request for any treatment requests





Treatment Request Requirements

Meet Medical Necessity

Goals are:

- Related to the core deficits
- Objective
- Measurable
- Individualized

Includes:

- Baseline and mastery criteria
- Transition Plan to lower level of care
- Discharge Criteria
- Behavior Reduction Plan/Crisis Plan
- Parent Goals
- Supervision and treatment planning hours
- Relevant psychological information
- Coordination of care with other providers

Not educational in nature

For more information, please see the Treatment Request Guidelines on the Autism/Applied Behavior Analysis page of Provider Express.



Clinical Information Requirements for each Review

- Confirmation member has an ASD diagnosis
- Any medical or other mental health diagnoses
- Any other mental health or medical services member is utilizing
- Any medications member is taking
- How many hours per week is member in school?
- Parent participation

- Reasons for IBT currently
- Length of time member has been in service
- Goals must not be educational or academic in nature; they must focus only on the core deficits of autism such as imitation, social skills deficits and behavioral difficulties
- Discharge criteria
- Must meet medical necessity (see Provider Express for the Clinical Criteria and Coverage Determination Guidelines)

For more information, please see the Treatment Request Guidelines on the Autism/Applied Behavior Analysis page of Provider Express.



Concurrent Reviews

The same information will be needed for each review:

- Any medical or other mental health diagnoses
- Any other mental health or medical services member is in
- Any medications member is taking
- How many hours per week is member in school?
- Parent participation

- Progress or lack thereof
- Goals must not be educational or academic in nature – focusing only on the core deficits such as imitation, social skills deficits and behavioral difficulties
- Discharge criteria
- Must meet medical necessity (see Provider Express for the Optum Autism/ABA Clinical Policy)

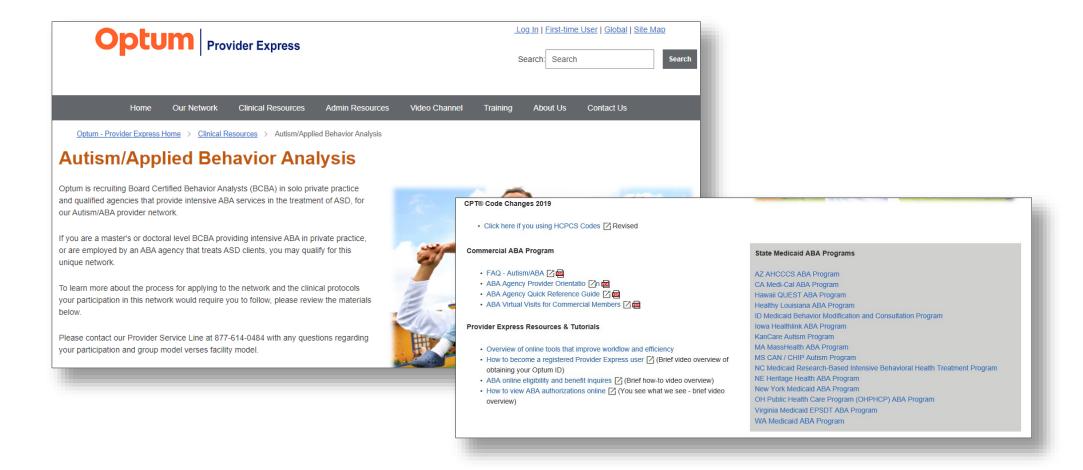


Online Portal Submission





Online Portal Submission





Coding, Billing and Reimbursement



MS CAN/CHIP Medicaid Program Autism Provider Fee Schedule

UNITED BEHAVIORAL HEALTH			
Billing Code	Modifier	Service Description	Units
97151		Behavior Identification Assessment	15 min
97152		Behavior Identification Supporting Assessment	15 min
0362T		Behavior Identification Supporting Assessment	15 min
97153		Adaptive Behavior Treatment by Protocol	15 min
0373T		Adaptive Behavior Treatment with Protocol Modification	15 min
97154		Group Adaptive Behavior Treatment by Protocol	15 min
97155		Adaptive Behavior Treatment with Protocol Modification	15 min
97156		Family Adaptive Behavior Treatment Guidance	15 min
97157		Multiple Family Group Adaptive Behavior Treatment Guidance	15 min
97158		Group Adaptive Behavior Treatment with Protocol Modification	15 min

1	Prior authorization required for all services except 97151
	Providers must maintain proper and complete documentation to justify the service provided and refer to the current CPT
2	Code Book for proper coding.



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Claims Submission

All Autism/ABA Claims must be:

- If not submitting claims online, providers must submit claims using the current 1500 Claim Form with appropriate coding
- UnitedHealthcare Community Plan requires that you initially submit your claim within 180 days of the date of service
- When a provider is contracted as a group, the payment is made to the group, not to an individual
- All claim submissions must include:
 - Member name,
 - Medicaid identification number
 - date of birth
 - Provider's Federal Tax I D number
 - National Provider Identifier (NPI)
 - ☐ Providers are responsible for billing in accordance with nationally recognized CMS Correct Coding Initiative (CCI) standards. Additional information is available at cms.gov

Please send paper claims to:

Optum Behavioral Health P.O. Box 5032 Kingston, New York 12402-5032

Claims status can be obtained by calling the Claims Customer Service Center:

Optum – 1-866-556-8166, Fax: 1-855-312-1470



Claims Submission Option 1- Online

Log on to <u>UHCprovider.com</u>:

- Secure HIPAA-compliant transaction features streamline the claim submission process
- Performs well on all connection speeds
- Submitting claims closely mirrors the process of manually completing a Form 1500 claim form
- Allows claims to be paid quickly and accurately

You must have a registered user ID and password to gain access to the online claim submission function:

To obtain a user ID, call toll-free 1-866-842-3278



Claims Submission Option 2 – EDI/Electronically

Electronic Data Interchange (EDI) is an exchange of information

Performing claim submission electronically offers distinct benefits:

- Fast eliminates mail and paper processing delays
- Convenient easy set-up and intuitive process, even for those new to computers
- Secure data security is higher than with paper-based claims
- Efficient electronic processing helps catch and reduce pre- submission errors, so more claims autoadjudicate
- Notification you get feedback that your claim was received by the payer; provides claim error reports for claims that fail submission
- Cost-efficient you eliminate mailing costs, resulting in the solutions being free or low-cost



Claims Submission Option 2 - EDI/Electronically (cont.)

You may use any clearinghouse vendor to submit claims

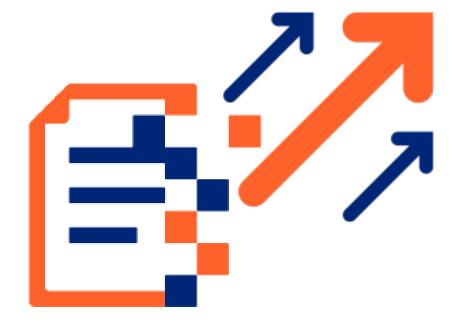
Payer ID for submitting claims is 87726

Additional information regarding EDI is available on:

EDI Contacts | UHCprovider.com

and

UHCprovider.com





Optum Pay[™]

With Optum Pay, you receive electronic funds transfer (EFT) for claim payments, plus your EOBs are delivered online:

- Lessens administrative costs and simplifies bookkeeping
- Reduces reimbursement turnaround time
- Funds are available as soon as they are posted to your account

To receive direct deposit and electronic statements through Optum Pay you need to enroll at myservices.optumhealthpaymentservices.com/registrationSignln.do

Here's what you'll need:

- Bank account information for direct deposit
- Either a voided check or a bank letter to verify bank account information
- A copy of your practice's W-9 form

If you're already signed up for Optum Pay with UnitedHealthcare Commercial or UnitedHealthcare Medicare Solutions, you will automatically receive direct deposit and electronic statements through Optum Pay for UnitedHealthcare Community Plan when the program is deployed.

Note: For more information, please call **1-866-842-3278**, option 5 or go to <u>UHCprovider.com</u> > Quick Links > Electronic Payments and Statements.



Claims Tips

To ensure clean claims remember:

- An NPI number and taxonomy code is always required on all claims
- A complete diagnosis is also required on all claims

Claims Filing Deadline

Providers should submit claims within 180 days of the date of service

Claims Processing

Clean claims, including adjustments, will be adjudicated within 14 days of receipt

Balance Billing

 The member cannot be balance billed for behavioral services covered under the contractual agreement

Member Eligibility

Provider is responsible to verify member eligibility by calling the number on the back of the member's insurance card to see
if member is eligible for services or verify on provider portal

Coding Issues

- Coding issues including incomplete or missing diagnosis Invalid or missing HCPC/CPT examples:
 - ☐ Submitting claims with codes that are not covered services
 - ☐ Required data elements missing, (i.e., number of units)

Provider information missing/incorrect

Example: provider information has not been completely entered on the claim form or place of service

Prior Authorization Required

Prior Authorization is required for all services or when additional units are being requested



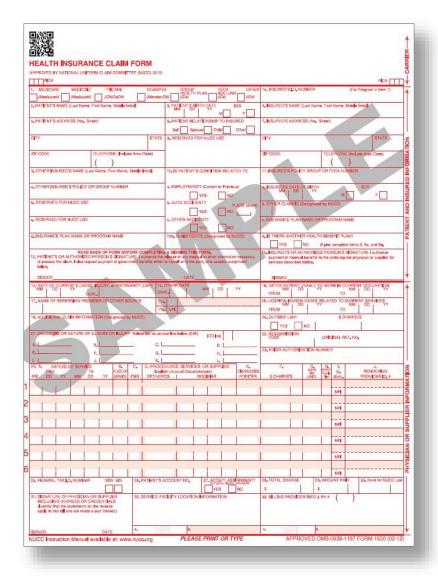
Form 1500 - Claim Form

All billable services must be coded. Coding can be dependent on several factors:

- Type of service (assessment, treatment, etc.)
- Place of service (home or clinic)
- Duration of therapy (1 hr. vs. 15 min)
- One DOS per line

You must select the code that most closely describes the service(s) provided.

Please note: Field 31 must have a rendering provider name. Rendering Autism supervisor (BCBA) will bill for all services by them or the BCaBAs/RBTs under the supervisory protocol.





Diagnostic Coding

Guides for Coding:

- DSM-5 defined conditions
 - ☐ Clinical criteria for ASD
 - ☐ Maps to the appropriate ICD billing code

ASD Coverage:

 Autism Spectrum Disorder, F84.0, F84.2, F84.3, F84.5, F84.8, F84.9 (ICD-10)

A complete diagnosis with all 4 characters is required on all claims utilizing the ICD-10 coding





Appeals and Grievances



Appeals

- Must be requested within 180 days from receipt of the notice of action letter
- Pre-Service: is an appeal of a service that has not yet been received by a member.
 When a pre-service appeal is requested, we will make an appeal determination and notify the provider, facility, member or authorized member representative in writing within fourteen (14) calendar days of the request
- Post-Service: is an appeal of a service after it has been received by a member. When a post service appeal is requested, we will make the appeal determination & notify the provider, facility, member or authorized member representative in writing within fourteen (14) calendar days of the request

- Must be requested as soon as possible after the Adverse Determination
- Optum will make a reasonable effort to contact you prior to making a determination on the appeal. If Optum is unsuccessful in reaching you, an urgent appeal determination will be made based on the information available to Optum at that time
- Notification will occur as expeditiously as the member's health condition requires, within three (3) business days, unless the appeal is pertaining to an appeal relating to an ongoing emergency or denial of continued hospitalization, which we will complete investigation and resolution of not later than one (1) business day after receiving the request

Appeal requests can be made orally or in writing.

However, an oral request to appeal shall be followed up by a signed written appeal.



Services While In Appeal

- You may continue to provide service following an adverse determination, but the member should also be informed of the adverse determination
- The member or the member representative should be informed that the care will become the financial responsibility of the member from the date of the adverse determination forward
- The member must agree in writing to these continued terms of care and acceptance of financial responsibility. You may charge no more than the Optum contracted fee for such services, although a lower fee may be charged
- If, after the adverse benefit determination and in advance of receiving continued services, the member does not consent in writing to continue to receive such care and we uphold the determination regarding the cessation of coverage for such care, you cannot collect reimbursement from the member pursuant the terms of your Agreement



Grievances

- We strive for the best customer service, but if you have a grievance, please contact us:
- Call 1-866-556-8166 and a Customer Service representative will assist with the grievance process
- Or send a written grievance to:

United Behavioral Health

Appeals & Grievances

P.O. Box 30512

Salt Lake City, Utah 84130-0512

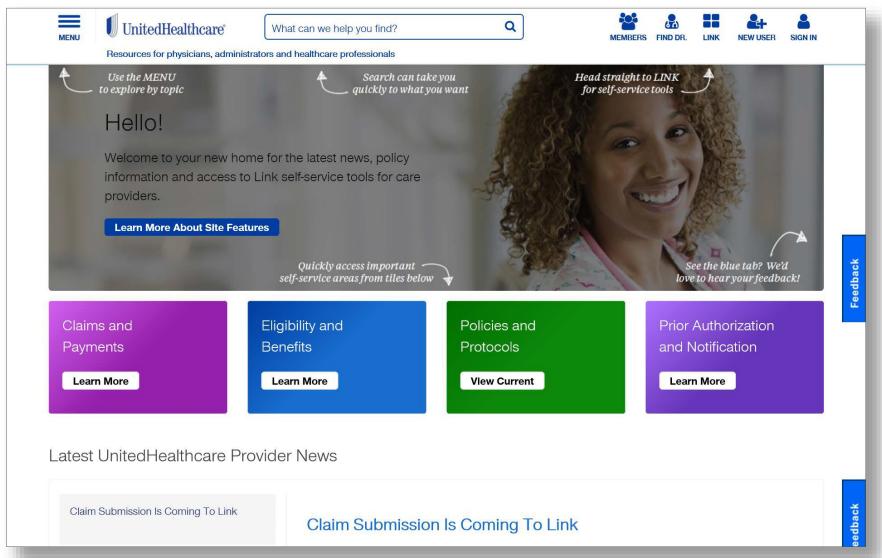
Fax: 855-312-1470



Resources



UHCprovider.com Provider Website





New User Registration

UHCprovider.com

Provides clinicians with access to the latest news, policy information and to Link self-service tools for care providers.

Create an Optum ID

In order to access secure content on UHCprovider.com or to access Link self-service tools to submit claims, verify eligibility or to check for prior authorization requirements, you first need to have an Optum ID that has been connected to the Tax ID of your practice, facility or organization.

Video: Accessing Link via UHCprovider.com Need an Optum ID?

Please register to create your Optum ID.

Have an Optum ID, but need to connect a Tax ID?

To start the process, sign in with your Optum ID on UHCprovider.com and click "No" when asked if you received a registration letter that included a security code. From that point, complete the required fields for the form as prompted. For help see the Accessing Link - Quick Reference Guide.

Need help accessing certain applications on Link?

If you are unable to access specific Link Self-Service application using your Tax ID connected Optum ID login, please contact your organization's practice administrator – they are the only ones able to manage and make changes to account access.



Mississippi CAN/CHIP Autism Program Page





Mississippi CAN/CHIP Autism/ABA Program Provider Quick Reference Guide



	Quick Reference outde	
ID Card	United Healthcare (Economics touristics (1) 14772-04 Manuaria (2) 9999999999 Congress (MICAN TOURISM (1) 14772-04 Manuaria (2) 9999999999 Congress (MICAN TOURISM (1) 14772-04 Cong	
Clinician is Responsible for:	Verifying benefits/eligibility online at <u>providerexpress.com</u> or call the Behavioral Health number located on the back of the member's ID card Obtaining authorization as necessary Being familiar with the Network Manual located on our web site: <u>providerexpress.com</u> >Guidelines / Policies & Manuals> Network Manual	
Prior Authorization	All autism services require prior authorization except for assessment, 97151: • Verify benefits/eligibility online at providerexpress.com or call the Behavioral Health number located on the back of the member's ID card • Prior Authorization can be obtained via Treatment Authorization Request Form and submitted either • Online at https://optumpeeraccess.secure.force.com/ABAtreatment/ • Or via fax at 1-888-541-6691	
Claims Paper Submission	Mail paper claims to: United Healthcare, P.O. Box 5032, Kingston, NY 12402-5032 All autism provider services must be billed on a Form 1500 Submission should occur within 180 days of date of service	
Electronic Submission	Submit claims online through <u>uhcprovider.com</u> : UnitedHealthcareOnline.com > Tools & Resources > EDI Education for Electronic Transactions or call 1-800-842-1109	
Claim Status	Claims status can be obtained by calling Customer Service Center: 1-877-743-8734 Or through the web portal at uhcprovider.com	
Claim Appeals	Claim appeals process: Process for appeal will be detailed in the Member's Rights Enclosure which accompanies the Explanation of Benefit (EOB) denial notice sent to the provider and the member Appeals must be requested within 60 calendar days from receipt of the notice of adverse determination United Behavioral Health - Appeals and Grievances, P.O. Box 30512 Salt Lake City, UT 84130-0512 Fax: 1-855-312-1470 Phone: 1-866-556-8166	
Update Practice Info	You can update your practice information by contacting your designated Autism Network Manager.	
Disclaimer	Information contained herein is subject to change. Please contact your Network Manager with any questions.	
Network Management	i Natalie Reynolds, Specially Network Manager	



Provider and Member Resources

An extensive condition-based library covering key behavioral and medical topics can be found on liveandworkwell.com under the Health and Well-Being Center within BeWell.

- Abuse & Neglect: Child
- Abuse: Domestic Violence
- Abuse & Neglect: Elder
- ADHD (Adult)
- ADHD (Youth)
- Alzheimer's & Dementia
- Anxiety
- Arthritis
- Asthma
- Autism
- Bipolar (Adult)
- Bipolar (Youth)

- Cancer
- Childhood Illness
- Chronic Pain
- Depression (Adult)
- Depression (Youth)
- Diabetes
- Eating Disorders (Adult)
- Eating Disorders (Youth)
- Heart Disease/Circulatory
- HIV
- Infertility
- Obesity

- Personality Disorders
- Obsessions & Compulsions
- Phobias
- Postpartum Depression
- Post-Traumatic Stress Disorder
- Schizophrenia (Adult)
- Schizophrenia (Youth)
- Sexual Problems
- Stress
- Traumatic Brain Injury 51





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