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Instructional Guide for the Certification of Need (CON)

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Certification of Need Instructions for Use

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I. Introduction

Out-of-Home (OOH) providers who are designated as a Children's System of Care (CSOC)/Medicaid provider of Psychiatric Residential Treatment Facility (PRTF) services as defined in regulation N.J.A.C. 10:75 are required to have a **Certificate of Need** (CON) approved and signed by the Medical Director at the CSA <u>prior</u> to a youth's admission. PRTF providers are designated as Program Type 59 in CYBER.

<u>Admission Processing via YouthLink:</u>

CON processing is automated for PRTF programs (Program Type 59) that utilize YouthLink for admission processing. This automated process is triggered when the OOH provider changes the referral's YouthLink status to 'Schedule'. This process starts a CON review and approval process at PerformCare (PC). **This functionality will require these applicable OOH programs to have an approved CON before they are able to process the youth's admission via YouthLink.**

Note: As the functionality automates the request for the Certification of Need, providers do not need to contact the Service Desk with requests for Certification of Need.

<u>Manual Admission Processing (IRTS programs):</u>

The admission process for Intensive Residential Treatment Services (IRTS) programs (Type 59 only) is manual and does not follow the above-mentioned YouthLink process. Rather, once the CSOC IRTS Liaison submits the IRTS Interim Summary and Consent to Release Protected Health Information (PHI), PerformCare will review the clinical information and approve the admission. The IRTS program will report the youth's admission via an email to PerformCare's Service Desk at which time the CON is completed, and the admission is manually processed by the CSA. Once admitted, the Continued CON is automatically generated to give the youth a CON.

The instructions in this guide refer to the OOH provider's admission process via YouthLink.

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II. Accessing CYBER

CYBER can be accessed via the PerformCare website – www.performcarenj.org . The link is available under the CYBER menu at the top of the home page or the button at the bottom of the page. Users must log into CYBER with their Username and Password.
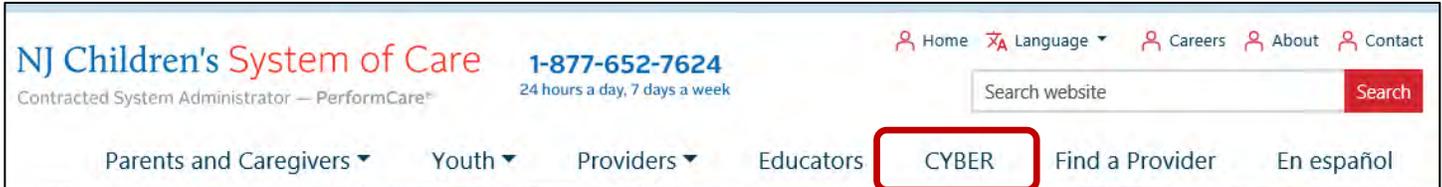
Each provider organization has at least two CYBER Security Administrators, and your agency's CYBER Security Administrators can set up a login and temporary password. Access will be based upon login type and security levels.

Before logging in, keep in mind…

- Every time CYBER is launched, the **Username and Password is required, then click the LOGIN button to continue**.
- Users are required to **change their password every 90 days.**

Above the login area is a statement that, CYBER users acknowledge their responsibility to protect the privacy of and to guard against the inappropriate use or disclosure the Protected Health Information (PHI) contained within the system.

This statement will appear during each log in.

Please also check the link: **CYBER Access Requirements** page on the PerformCare website for the most up-to-date technical requirements (such as browser compatibility and operating systems) needed to access CYBER.

At the bottom of the login page is the version of CYBER. The server number is the last 2 digits at the end (-XX). This is helpful to note when requesting assistance.
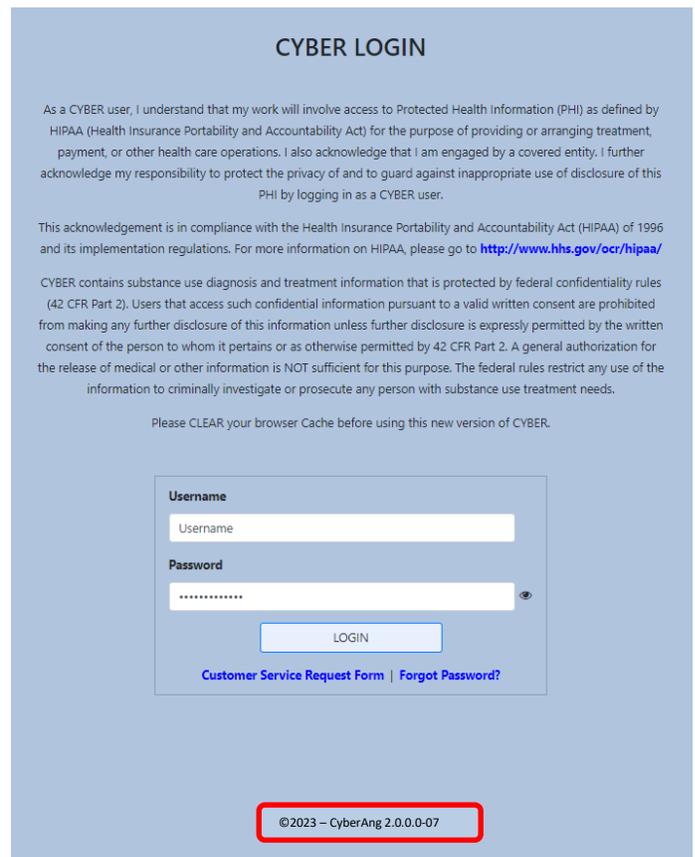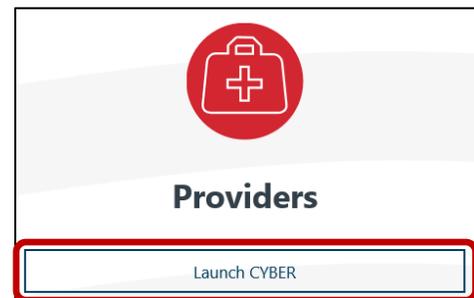
For technical support, please use the **Customer Service Request Form** link under the login.

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III. Certification of Need

A Certification of Need (CON) will either be generated through:

- Manual admission processing (see Introduction for description)
- Admission processing via YouthLink and submitted to PerformCare for approval the youth's referral status is changed to **SCHEDULE** in YouthLink.

Admission via YouthLink

It is imperative that OOH providers utilize the SCHEDULE status properly on YouthLink, meaning that this status should only be used when a youth is **officially scheduled** for admission. At minimum, the youth's referral status should be changed to SCHEDULE at least five (5) days prior to the youth's scheduled admission date. This will provide for enough time for the CON review and approval process to take place.

Upon receipt of the automatically generated CON, PerformCare will have two (2) calendar days to review and approve the CON. The OOH provider will not be able to process the youth's admission until approval is granted. Once the CON is reviewed and approved, the OOH provider will be able to continue their normal process for admission via YouthLink. The OOH provider will not be able to admit the youth prior to the date the CON was approved.

Whether admitted via YouthLink or manually admitted, The Certification of Need is specific to the youth's Intensity of Service (IOS) need.

For youth admitted via YouthLink, the CON is not specific to the provider that initiated the CON. Once approved, the CON will be valid for 45 days from the approval date. If the youth is admitted to an OOH program, the CON will be valid for one year from the approval date.

CMO and OOH providers will be able to view the approved Certification of Need in the youth's Treatment Plan Assessment grid.

Users will be able to review the history of the CON by clicking on the **Review History** button at the bottom of the CON. The CON Review History screen will work in the same fashion as the Treatment Plan Review History screen.

The approved CON may also be printed in PDF format using the Print button.

Assessment Type	Assessment Sub Type	Assessment /CFT Date	Author	Submitted to CSA Date	Assessment ID
TREATMENT PLAN					
StrengthsAndNeedsA...					
OOH - CON	Annual				
TREATMENT PLAN	OOH - TJCR				

Treatment Plan Assessment grid

Certification of Need Types

There are three Certification of Need Types:

1. **Initial** – the First CON created and associated to the youth's current YouthLink referral and IOS.
2. **Continued** - Created **automatically by the system** for youth admitted to an OOH Program with a Provider Type 59. Also, youth that are admitted to a Program that converts from Provider Type 44 to Type 59 will automatically receive a CON with a CON Type of Continued.
3. **Annual** - Created **automatically by the system** and assigned to PerformCare to validate the youth's IOS on an annual basis once they have been admitted to the OOH program. This occurs annually from the last CON Approved Date.

Filter by Location Program Type Indicator

OOH providers will be able to determine if a youth requires a CON for admission to a particular agency and when the approved CON is due to expire.

OOH Programs will now have their **Provider Type** (44 or 59) displayed at the end of their name in the **Filter By Location** drop down at the top of the YouthLink screen.

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CON Column Headings

CON - displays blank until the CON is reviewed by PerformCare, then displays a status for less than or equal to 45 days from the current date. The CON column will display these statuses:

- **Approved:** The CON has been approved and the youth's referral is ready to be admitted to an OOH program.
- **InReview**: The CON is currently with PerformCare for review.
- **Not Approved**: The CON is not approved, and the youth's referral cannot be admitted. Review progress notes.
- **Cancelled**: PerformCare has cancelled the CON for this youth, and the referral cannot be processed. Review progress notes.

CON Exp Date – displays the date the approved CON will expire

There are Welcome Page links for the CON on the **OOH providers Welcome Page** under the **YouthLink View** section. It will display **Approved** and **Not Approved** CONs less than or equal to 45 days from the current date. Click Refresh Total to see numbers in the parentheses.

YouthLink for CMO Providers

CMO has specific columns in YouthLink and Provider Status grids that assist in determining if a youth referral requires a CON for admission to a particular OOH agency, and when the approved CON is due to expire.

Drag the bottom scrollbar to the right and CMO providers will have two columns labeled **CON** and **CON Exp Date** to the right of the Open to SRTU column in the Youth Link grid view. The CON column will display Approved, In Review, Not Approved, or Canceled. Approved CONs will display for youth with a CON that is less than or equal to 45 days from the current date. The CON Exp Date column will display the expiration date of the CON.

When a referral row is selected in the Youth Link grid, the Provider Status grid below will populate. The column in the Provider Status grid labeled **Provider Type** will indicate if the OOH provider is a **type 44** or **59.** All 59 Type OOH providers require a CON.

Additional Information for OOH Providers

An OOH provider can request an expedited review of a Certification of Need by completing the Customer Service Request Form at http://www.performcarenj.org/ServiceDesk or use the link to the Customer Service Request Form below.

Note: The review requires two approvals. A Clinician and a Medical Director or Clinical Director. If the Medical Director does not agree with the IOS at the time the CON is reviewed, the PerformCare Medical Director or Clinical Director will contact the CMO Director for any additional information. As a result of this, the Medical Director's denial of the CON will either be upheld and the IOS changed, or the CON will be approved and the youth can be admitted to the identified program.

IV. References

- PerformCare Website Training page:
  - http://www.performcarenj.org/provider/training.aspx

- Instructional Guide to YouthLink for Care Management Organizations
  - http://www.performcarenj.org/pdf/provider/training/care-management-organization/instructional-guide-to-youthlink-for-cmo.pdf

- Instructional Guide to YouthLink for Out of Home Providers
  - http://www.performcarenj.org/pdf/provider/training/out-of-home/instructional-guide-to-youthlink-for-out-of-home-ooh-providers.pdf

> **PerformCare Customer Service**
>
> **www.performcarenj.org/ServiceDesk**
>
> **1-877-652-7624**