

# NJ Children's System of Care

Contracted System Administrator — PerformCare®

## DOCUMENT UPLOAD REQUIREMENT CHECKLIST

### OUT-OF-HOME REFERRAL REQUEST

**DCP&P only: Fax (with cover sheet) to PerformCare at (877)-736-9166**

**YOUTH NAME/CYBER ID:**

**DATE OF SUBMISSION:**

**PLEASE THOROUGHLY REVIEW THE FOLLOWING INFORMATION:** Prior to submitting an OOH Referral Request to PerformCare, CMO shall complete and upload following checklist along with below identified documents in order to assure that all necessary information is available for review at the time of the IOS determination (DCP&P shall fax to PerformCare). OOH Referral Requests with incomplete documents will be returned.

#### **MINIMAL DOCUMENT REQUIREMENT:**

- Completed Out-of-Home Document Upload Requirement Checklist
- Bio Psychosocial Evaluation (BPS) or Psychological Evaluation (within the last 12 months\*) or CCIS Psychosocial Assessment if the youth is admitted at CCIS at the time of referral

BPS is a CYBER document (if answer is yes, upload is not needed) YES  NO

*\*If youth requires OOH treatment for IDD and presents with no behavioral health needs, the BPS or psychological evaluation is still required, however the evaluation does not need to be within the last 12 months.*

#### **OTHER REQUIRED DOCUMENTS (see italicized information for requirement criteria):**

- Psychiatric Evaluation (within the last six months\*):**
  - *IS REQUIRED* if youth is prescribed psychotropic medication;
  - *IS REQUIRED* if youth had a psychiatric hospitalization within the last six months.
  - *IS REQUIRED* if youth is actively seeing a psychiatrist.
  - *\*If the evaluation is more than six months old, CM must provide the evaluation along with an accompanying updated report from the treating psychiatrist. If youth is prescribed psychotropic medication, the report should specify current diagnosis, current medication name/dosage, and noted response to medication.*
- Specialty Evaluations (within the last twelve months):**
  - *NOT REQUIRED* if specialty criteria is not applicable to youth.
  - *IS REQUIRED* if youth presents with fire setting or sexual behavior treatment needs.
    - Fire Setting Evaluation (w/in last 12 months; must include documented risk level)
    - Psychosexual Evaluation (w/in last 12 months; must include documented risk level)
- Substance Use (SU) Assessment (within last 30 days) **DO NOT UPLOAD SU ASSESSMENTS!****
- Substance Use Consent Form**
  - *IS REQUIRED* if the youth presents with a substance use need.
  - Due to disclosure protection under 42-CFR Part II, CMO is required to submit substance use evaluations via fax to PerformCare at **(877) 949-6590** along with the required Substance Use Consent Form which is located on the PerformCare website at <http://www.performcarenj.org/provider/forms.aspx>. Please check box if assessment was faxed.

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- IDD Specific Evaluations/Reports**
  - IS REQUIRED if youth is deemed IDD Eligible and/or has an intellectual/developmental disability.
    - Report(s) that capture the youth's level of functioning and special needs within the domains of communication, mobility, life skills, cognition, sensory, and/or special equipment. Such reports may include, but are not limited to: psychological evaluation, IEP, FBA, Behavior Support Plan, Adaptive Functioning Assessment, etc.
    - C2C Application (required if youth is deemed IDD Eligible)
    - Child Adaptive Behavior Summary (CABS) (**required** if youth is deemed IDD Eligible or if the DD module was completed within the OOH Referral Request/SNA as part of the TJCR. CABS must have been completed within the last six months.)
  
- Other Reports/Evaluations (as applicable):**
  - Most recent IEP Cover Sheet which verifies classification type (*required if ed classified*).
  - Medical reports (*required if youth has a medical condition such as pregnancy, diabetes, allergies, seizures, etc*). Report must specify any special needs and accommodations that the youth requires).
  - Hospital Intake Assessment/Discharge Summary (*if hospitalized within the last 6 months*).
  - Other documents that were utilized for purposes of IOS determination: \_\_\_\_\_

**IF THE YOUTH IS INVOLVED WITH COURT, PLEASE CLEARLY DOCUMENT THE STATUS OF COURT INVOLVEMENT, INCLUDING, BUT NOT LIMITED TO, COURT HEARINGS, LEGAL CHARGES, PROBATION INFORMATION, COURT ORDERS, SUBPEONAS, ETC. WITHIN THE LEGAL INVOLVEMENT ACCORDION OF THE OOH REFERRAL REQUEST. DCP&P SHOULD REPORT THIS INFORMATION DURING THE TELEPHONIC REVIEW.**

DOCUMENT UPLOAD CROSSWALK (FOR CMO USE)		
DOCUMENT	CYBER DOC TYPE	CYBER DOC SUBTYPE
OOH Referral Document Checklist	Clinical	Other Applicable Reports/Evaluation
Child Adaptive Behavior Summary (CABS)*	Clinical	Other Applicable Reports/Evaluation
BPS (if not in CYBER) or CCIS Psychosocial Assessment	Clinical	Bio Psychosocial Assessment
Psychological Evaluation	Clinical	Psychological Eval/Assessment
Psychiatric Evaluation	Clinical	Psychiatric Evaluation
Psychiatric Update**	Clinical	Other Applicable Reports/Updates
Specialty Evaluations	Clinical	Specialty Assessment/Evaluation
Substance Use Assessment	N/A	N/A
IEP Cover Sheet/Evaluation	Clinical	IEP/Educational Info
Medical Reports	Clinical	Medical Information
Other applicable evaluations/reports	Clinical	Other Applicable Reports/Documents

\* Required if youth is deemed IDD Eligible or if the DD module was completed within the OOH Referral Request/SNA as part of the TJCR. CABS must have been completed within the last six months.

\*\* Required if psychiatric evaluation is more than six months old