

JCR Service Planning Reference Guide

To promote timely delivery of services and reduce number of service plans being returned due to errors, please check all of the following BEFORE submitting the JCR to the CSA:

- The services identified in the strategy should match the service code selected. Service codes commonly used by OOH are: CSC05 (OOH), H0036TJU1 (IIC Licensed), H0036TJU2 (IIC Masters), H2014TJ (Behavioral Assistant), CSA17 (Mentoring)
- The strategy is attached to the appropriate need and matches in goal and intensity (i.e. child will express emotions related to trauma should not be linked to a Mentor service request).
- Clinical justification for the services requested should be clearly described within the JCR.
- The Strength & Needs Assessment has been submitted and is current (within 30 days of the JCR).
- Strengths & Needs Assessment includes a detailed description of symptoms and risk behaviors (severity, frequency, on-set) whenever rated as moderate or severe.
- Strengths & Needs Assessment should include clinical information that justifies the need for continued OOH treatment.
- If the plan was returned, the reasons for return described in CSA progress note have been updated.
- The dates for all service requests with the same service code should not overlap. If requesting an overlapping authorization, ensure that the end dates for the existing and requested authorizations are the same and provide details regarding the need for the overlapping authorization (i.e. more units required, new provider selected etc.).
- Services requested more than 7 days after the start date for the service must provide an explanation of the delay in the request.
- Do not create a new plan if there is a pending plan submitted to the CSA but not yet reviewed. Instead, request that the plan be returned via Service Desk.
- The TJCR is used to request a transfer to another CSOC program and must clearly describe clinical information that justifies the transition and IOS recommended by the CFT.
- The DJCR is used to report a discharge and must include the actual discharge date, which cannot be a future date.
- The DJCR cannot request services.
- TJCR and DJCR cannot be submitted on the same day.
- Once a youth is discharged from a program, a TJCR cannot be submitted. Rather, a DJCR should be completed.
- The discharge plan is clearly written and states the setting to which the child will be discharged, and how that setting is consistent with the needs of the child.

Daily: Check My Plans box in CYBER for any Service Plans that may have been returned by the CSA to avoid delay.