

## **Section 13- Targeted Case Management** **Submission Guidelines- Registration and CSR**

The following is a guide submitting Registration and Continued Stay Reviews (CSRs) requests for Targeted Case Management

### **Registration:**

Verify that you have the correct member, and the correct Requesting and Servicing NPI numbers.

**Service Type:** Section 13

**Request Type:** Registration

**Procedure:** Code: T1017 UC Description: Targeted Case Management – Behavioral Health  
Length of service: up to 30 days  
Quantity: As needed

**Diagnosis:** Enter in the diagnosis for the member

**Clinical Information:** No information is needed here.

**Attached Documents:** **Draft** Treatment Plan if applicable.

**Questionnaire:** Fill out the General Questionnaire in its entirety with the information that is known at the time of PA. To determine eligibility, a reason for referral and the date of diagnosis are required fields. Please note that the reason for referral should be related to the diagnosis listed which establishes eligibility for the service.

### **Continued Stay Reviews**

**Enter in the Case ID of the Prior Authorization, and click on extend.**

**Service Type:** Section 13

**Request Type:** Continued Stay Review

**Procedure:** Code: T1017 UC Description: Targeted Case Management – Behavioral Health  
Length of service: up to 30 days  
Quantity: As needed

**Diagnosis:** Current diagnosis.

**Clinical Information:** no information is needed here.

**Attached documents:** Upload the member's current treatment plan.

**Questionnaire:** Fill out the questionnaires in their entirety. The questionnaires ask all the information that is required to determine medical necessity, including the continued need for this level of care, how lack of progress will be addressed, family involvement, and how the units will be used in the upcoming authorization period, as well as other information needed to process the request. CANS Questionnaire: This is completed in its entirety and marked as complete. If the questionnaire will not mark as complete, go again through the assessment to assure that each question has been answered.