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# PROVIDER ALERT

Alert#: **PA-2009 06**  
Issued: **September 2009**

To: **All CT BHP Providers**  
Subject: **Transition of Web Registration for CT BHP Home Based Services**

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Dear Provider,

This bulletin is being sent to advise providers that effective **October 1<sup>st</sup>, 2009**, Connecticut Behavioral Health Partnership (CT BHP) will implement web registration requirements for contracted providers of Multi-Systemic Therapy (MST), Multidimensional Family Therapy (MDFT), Functional Family Therapy (FFT) and Intensive In-home Child and Adolescent Psychotherapy Services (IICAPS).

Effective for dates of service on or after **October 1<sup>st</sup>, 2009**, contracted providers of the above named home based services must register those services utilizing the CT BHP on-line web registration system. Additionally, these home based service registrations must be completed within 21 days of the initiation of services. Successful registration will result in an authorization number and the issuance of an authorization letter with authorized units and dates.

Please note that clients previously authorized for home based services prior to **October 1<sup>st</sup>, 2009**, will still require *telephonic review* with a CT BHP Clinical Care Manager for continued care authorization.

The CT BHP has scheduled three web registration trainings for those providers and staff members that will require a tutorial or refresher on utilizing the web registration system to enter home based registrations. The training schedule and RSVP has been included with this alert along with a list of Frequently Asked Questions.

Please contact the Provider Relations staff at the CT BHP ASO by calling 1-877-552-8247 with any questions concerning this transmittal.

We thank you for your participation and look forward to working with you.

Provider Relations  
CT Behavioral Health Partnership

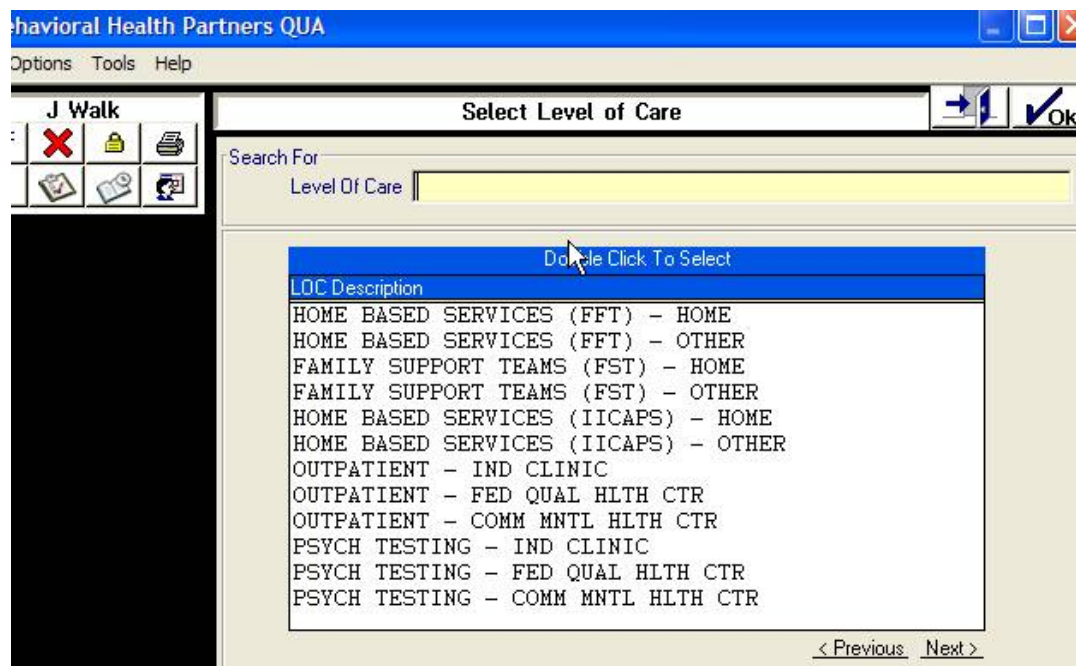
## Frequently Asked Questions

**Q: Will users have to complete additional fields in the web registration system for these Home Based Services?**

*A: The new web registration custom forms for Home Based Services will follow the same template and fields that are currently completed for outpatient registrations. No additional fields are required for these levels of care.*

**Q: How will users indicate that they are registering for Home Based Services?**

*A: Home Based Services will follow the same format as the registration for Outpatient, Psychological Testing, Family Support Team, Ambulatory Detox and Methadone Maintenance services. Once a user selects the Service Registration custom form and selects their practice location, the home based levels of care that your facility provides will now be listed as a choice effective October 1<sup>st</sup>.*



**Q: How many units will be authorized and what is the time span authorized for these Home Based Services?**

**A: IICAPS Services- Initial Registration – 6 month span – 630 units**

Concurrent Reviews via web registration will not be allowed. Concurrent reviews after the initial registration will require telephonic reviews with a CT BHP Clinical Care Manager.

**MDFT Services – Initial Registration - 6 month span – 630 units**

**1<sup>st</sup> concurrent review via web registration by Provider = 315 units for 3 months.**

**2<sup>nd</sup> concurrent review via web registration by Provider = 315 units for 3 months**

**Additional concurrent reviews will require telephonic reviews.**

**MST Services – Initial Registration - 6 month span – 630 units**

**1<sup>st</sup> concurrent review via web registration by Provider = 315 units for 3 months.**

**2<sup>nd</sup> concurrent review via web registration by Provider = 315 units for 3 months.**

**Additional concurrent reviews will require telephonic reviews.**

**FFT Services – Initial Registration - 6 month span – 324 units**

**1<sup>st</sup> concurrent review via web registration by Provider = 162 units for 3 months.**

**2<sup>nd</sup> concurrent review via web registration by Provider = 162 units for 3 months.**

**Additional concurrent reviews will require telephonic reviews.**

## **CT BHP HOME BASED SERVICES** **WEB REGISTRATION PROVIDER WORKSHOPS**

The Connecticut Behavioral Health Partnership (CT BHP) will be hosting the following provider workshops on the transition of home based services from telephonically authorized services to on-line, web registration services. These trainings will provide *CT BHP providers with an overview of the CT BHP website, registration system installation, and a step by step tutorial of how to enter and complete home-based service registrations and re-registrations/concurrent reviews.*

**Tuesday, September 22<sup>nd</sup>, 2009 – Home Based Services - Web Registration**  
***CT BHP ASO Office*, 500 Enterprise Dr. Suite 4D, Rocky Hill, CT 06067**  
**9:30 am – 11:00 am**

**Thursday, September 24<sup>th</sup>, 2009 – Home Based Services - Web Registration**  
***CT BHP ASO Office*, 500 Enterprise Dr. Suite 4D, Rocky Hill, CT 06067**  
**9:30 am – 11:00 am**

**Tuesday, September 29<sup>th</sup>, 2009 - Home Based Services - Web Registration**  
***CT BHP ASO Office*, 500 Enterprise Dr. Suite 4D, Rocky Hill, CT 06067**  
**9:30 am – 11:00 am**

If you have any questions, feel free to call the Provider Relations Department at 1-877-552-8247. We look forward to working with you.

Provider Relations  
CT Behavioral Health Partnership

**All workshops will be held at the CT BHP ASO office:**

**CT BHP  
500 Enterprise Dr.  
Suite 4D  
Rocky Hill, CT 06557**

**Directions and RSVP form on reverse side:  
Seating is limited to 50. Please RSVP as soon as possible.**

# RSVP – CT BHP PROVIDER WORKSHOPS 2009

## Home Based Services Web Registration

*Fax Completed forms to: 1-860-263-2036*

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please indicate the workshop(s) you will be attending:

- Tuesday, Sept 22<sup>nd</sup>, 2009 – Home Based Services - Web Registration**  
*CT BHP ASO Office, 500 Enterprise Dr. Suite 4D, Rocky Hill, CT 06067*  
**9:30 am – 11:00 am**
  
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**9:30 am – 11:00 am**

### Directions to the CT BHP

#### **From the North**

Merge onto I-91 South. Take the West Street exit- EXIT 23- toward CT-3 / Rocky Hill.  
Turn Left Onto West St. Turn SLIGHT RIGHT  
onto Capitol Blvd (Corporate Ridge Sign in front of you) Turn RIGHT onto Enterprise Dr. Follow to end.

#### **From the South**

Merge onto I-91 North. Take the West Street exit- EXIT 23- toward CT-3 / Rocky Hill. Turn Right onto West St.  
Turn SLIGHT RIGHT onto Capitol Blvd (Corporate Ridge Sign in front of you).  
Turn RIGHT onto Enterprise Dr. Follow to end.

#### **From the West**

Merge onto I-84 E. Merge onto I-691 E via EXIT 27 toward MERIDEN / MIDDLETOWN. Merge onto I-91 N via EXIT 11  
on the LEFT toward HARTFORD / SPRINGFIELD. Take the WEST STREET exit- EXIT 23- toward CT-3 / ROCKY HILL.  
Turn RIGHT onto WEST ST. Turn SLIGHT RIGHT onto CAPITOL BLVD.  
Turn RIGHT onto ENTERPRISE DR. Follow to end.

#### **From the East**

Merge onto I-84 W / US-6 W / WILBUR CROSS HWY toward HARTFORD  
Merge onto CT-15 S / WILBUR CROSS HWY via EXIT 57 on the LEFT toward I-91 S / CHARTER OAK BR / N.Y. CITY  
Merge onto I-91 S via EXIT 86 toward NEW HAVEN / N.Y. CITY  
Take the West Street exit- EXIT 23- toward CT-3 / Rocky Hill.  
Turn Left Onto West St. Turn SLIGHT RIGHT onto Capitol Blvd (Corporate Ridge Sign in front of you)  
Turn RIGHT onto Enterprise Dr. Follow to end.