

Effective July 1, 2014

Revised process for ICF/MR LOC Utilization review requests:

An ICF/MR LOC electronic form is located on our website at www.sandhillscenter.org.

Every 180 days, following each facility's typical Utilization review cycle, the facility is required to complete Level of Care Eligibility Determination tool for each resident.

The Sandhills Center ICF/MR LOC electronic form has to be completed in its entirety for Utilization Review (and Medical Evaluation form if applicable).

The form may be signed by the facility's physician at the time of the scheduled Utilization Review. The form is good for 30 days from the date the physician signs/dates the form and checks the member continues to meet ICF/MR LOC. The member's utilization review reauthorization must start within 30 days of the date of the physician's signature.

The provider must submit a Service Authorization Request (SAR) in the Alpha system for the utilization review period for each member. The provider must attach the LOC form (and medical evaluation if applicable) to the SAR in the Alpha system.

The CM/UM Care Manager will review the SAR and the information from the assessments and verifies that the documentation supports the eligibility criteria documented on the Sandhills Center ICF/MR Level of Care Eligibility Determination Tool.

If the documentation continues to support ICF/MR eligibility criteria, The CM/UM Care Manager will print the LOC from the SAR and sign it to approve continued ICF/MR reauthorization. The SAR will be approved in the Alpha system.

The CM/UM department will make a pink copy of the approved LOC and mail to the provider. The CM/UM department will also make a blue copy of the approved LOC and mail to DSS.

*When utilization review is completed by the provider, the ICF/MR Utilization Request Form (can be downloaded from our website) still has to be completed in its entirety and mailed asap to:

Sandhills Center
Attn: CM/UM Department
P.O. Box 9
West End, NC 27376

Initial LOC Determinations:

Documents Required:

Completed/updated IQ and adaptive skills evaluation(Intellectual Disabilities)

Completed/updated Medical assessment-if applicable(Medical conditions)

Completed MCO Level of Care Eligibility Determination Tool(LOC)

Completed ICF/MR Utilization Review Request form

***How current does the psychological evaluation need to be? For an initial request, 3 years for persons 18 and older or within one year for children less than 18.**

All required documents are mailed to Sandhills Center MCO, Attn: CM/UM department

Upon receipt, the CM/UM Care Manager reviews the information from the assessment/evaluation and verifies that the documentation supports the eligibility criteria that are documented on the LOC. If eligibility is verified, the CM/UM Care Manager builds a Service Authorization Request(SAR) in Alpha for the ICF/MR residential service. A blue copy of the approval is mailed to DSS and a pink copy is mailed to the receiving facility.

If the assessment/evaluations do not support that the person meets ICF/MR Level of Care criteria, Sandhills Center MCO Medical Director will review the information and make the final determination.