

## NORTHCARE NETWORK

<b>PROCEDURE TITLE:</b> General Fund Waiting List	<b>CATEGORY:</b> Access
<b>EFFECTIVE DATE:</b> 1/1/12	<b>MEDICAL DIRECTOR:</b> Sajid Hussain, MD
<b>REVIEWED DATE:</b> 4/1/19	<b>REVISION(S) TO PROCEDURE</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> Managed Care Clinical Specialist	<b>CEO APPROVAL:</b> 4/1/19

**APPLIES TO:**

NorthCare Network Personnel  
Member CMHSP

**PURPOSE**

To delineate the responsibilities of NorthCare Access, in working cooperatively with the CMHSP's (Community Mental Health Service Programs) who are responsible for the management of their own General Fund Waiting List (GFWL) as per the MDHHS Technical Advisory: Guidelines for Establishing and Managing General Fund Waiting Lists.

**PROCEDURES**

To be applied when a CMHSP has advised NorthCare that they have a Waiting List for persons who are not currently covered by Medicaid programs.

If Access receives a request for CMHSP services from an individual who falls under the GF category, Access will:

1. Screen the individual, utilizing the Access Screening form.
  - a. If the individual is believed to meet general eligibility criteria for specialty mental health, Access will inform the individual that the CMHSP's GFWL Manager will be contacting them within five business days re: their eligibility. The Access Specialist will notify the GFWL Manager in writing of this decision (Phone contact may also be used as a secondary means of notification). Access will designate in the disposition section of the Access Screening an "Approval". Access will not "open" an admission at this time. Access will mail a "letter of notification" to the individual further explaining this action within 3 business days. A list of community providers will also be mailed
  - b. If the individual is denied, Access will send a Denial and a corresponding Consumer Notice to the individual

When a CMHSP decides to take someone off the GFWL and would like to complete an initial assessment, they will contact Access to add the necessary admission and authorizations. Scheduling will be completed by the CMHSP.

## **SPECIAL CONSIDERATION**

Access will notify the GFWL Manager when certain risk conditions are present or if there is uncertainty in the clinical screening itself which may warrant more immediate attention or assessment (e.g. if the consumer is **currently on the psych unit**).

- 1) In this situation NorthCare will notify GFWL manager as soon as the request is received that the person will be on the waiting list so that coordination may occur between the hospital and GFWL manager if they so desire.
- 2) If the consumer is on the unit and is moderate in need, NorthCare Access will air on the side of caution and refer the person to the GFWL manager for further assessment.

## **ATTACHMENT:**

CMHSP(s) General Fund Waiting List Manager/Contact List

## **REFERENCES:**

NorthCare Access Policy

NorthCare Waiting List Policy

Michigan Mental Health Code, Sections 330.1208 & 330.1124

MDHHS Technical Advisory: Guidelines for Establishing and Managing General Fund Waiting Lists

NorthCare Access General Fund Notification Letter