

Utilization Review/Quality Management/Compliance Tip Sheet

Topic:	Juvenile Hall and Jail Documentation Guidelines
Who is Affected:	All MH direct service staff and those who support them
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Who to contact for more information:	UR/QM/Compliance 225-5170
Hyperlinks:	http://intranet/hhsa/Libraries/HHSA_Documents/Juvenile_Hall_and_Jail_Documentaton.pdf
Reference:	Title 22, CCR, Subsection 50273

Summary

Charting and Billing for Clients residing in Juvenile Hall (JH) and Jail

When a client is residing in JH or jail, it is a lockout for specialty mental health services and Medi-Cal cannot be billed.

Day of incarceration and day of release: You cannot bill for mental health services while the client is in custody. **However, you CAN bill for mental health services when the client is not in custody on the day of incarceration and the day of release.** For example: A client had a mental health appointment at 10:00 and was taken into custody at 12:00; the mental health services would be billable. A client is released from jail at 1:00 and receives mental health services at 1:30; the mental health services are billable.

Choosing indicators in Cerner: When writing progress notes for a client who is residing in JH or jail, it is important to choose the correct indicators in Cerner: SubUnit, Provided At, and Billing Type.

- **SubUnit:** When a client is residing in JH or jail, they should be open to a SAMHSA SubUnit and you should choose that subunit on your note. Example: 2640 BRES-SAMHSA. When a SAMHSA subunit is chosen, the service will not bill to Medi-Cal.
- **Provided At:** When a client is residing in JH or jail, you should choose either “Correctional Facility” or “Juvenile Center” for Provided At, so the service will not bill to Medi-Cal.

If the client is incarcerated and your service involves someone other than the client, you can choose the Provided At indicator that best reflects where you provided the services,

e.g., collateral to a parent over the phone could be “Phone” for Provided At – as long as you choose the correct SubUnit and Billing Type, which will stop the billing.

REMEMBER, as long as the client is in JH or jail, Medi-Cal cannot be billed for any service, even if the service involves someone other than the client, such as the parent.

- **Billing Type:** When a client is residing in JH or jail, you should choose “Correctional Facility” for Billing Type regardless of where you provided the service. When a client is incarcerated, you should also choose “Correctional Facility” when the service involves someone other than the client. All billable services are to the client so even if you provide a collateral service to a parent or other significant support person, if the client is in JH, the service is still not billable to Medi-Cal.

Choosing SAMHSA, Correctional Facility, or Juvenile Center ensures that the service is not billed to Medi-Cal. Instead, for youth in JH, the cost of the service is drawn from the SAMHSA Grant.

Important: choosing any one of those will block Medi-Cal billing, so if you are providing a billable service (see example below), be sure you do not choose any of the above options.

Example: The client is not incarcerated at JH but you go to JH and provide some type of billable service such as a team meeting or meet with a probation officer. In this case, you should choose “Field” or “Other Community Location.” If you choose “Correctional Facility” or “Juvenile Center” it will stop the billing. You should also be sure NOT to choose a SAMHSA SubUnit and the Billing Type should be “Billable” **NOT** “Correctional Facility.”