



*Mental Health,
Developmental Disabilities,
and Substance Abuse Services*
HEALTH AND HUMAN SERVICES

Request for Applications

Facility-Based Crisis Services for Children and Adolescents

Applications are due:

December 7, 2016 by 5:00pm EST

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INTRODUCTION

The Division of Mental Health, Developmental Disabilities and Substance Abuse Services (DMH/DD/SAS), NC DHHS, began the “Crisis Solutions Initiative” in December 2013 and is committed to supporting a full continuum of crisis prevention, early intervention, response, and stabilization services and supports.

The General Assembly through G.S 143C-9-2(b1) has allocated \$2,000,000 for the establishment of up to two facility based crisis services for children and adolescents in fiscal year 2016-2017. These funds will be awarded to one to two Local Management Entities-Managed Care Organizations (LME-MCOs) in a competitive basis. These funds are not recurring.

This community based crisis response service will allow individuals, families, and law enforcement to avoid intrusive and costly emergency department visits and inpatient psychiatric hospital stays.

Facility-Based Crisis Centers (FBCs) have existed in the state as a licensed service for years though only available for children and adolescent beginning in 2016. These community-based non-hospital residential setting facilities are useful and cost-effective alternatives for individuals in crisis who need short-term intensive evaluation, treatment intervention or behavioral management to stabilize crisis situations.

The Division of Medical Assistance (DMA) has a published clinical policy/definition that supports billing for this service for children and adolescent. DMH/DD/SAS has a similar definition available for use with state funds. This clinical policy can be found in Attachment B.

ELIGIBILITY AND INSTRUCTIONS FOR APPLICANTS

Eligible applicants are Local Management Entities-Managed Care Organizations (LME-MCOs). LME-MCOs must work in collaboration with and demonstrate partnership with eligible providers, as well as with local, community-based partners that include, but are not limited to, hospital emergency departments and law enforcement agencies.

Funds will be disseminated to LME-MCOs who best demonstrate the ability to partner and develop a continuum of child and adolescent crisis services.

Instructions to Interested LME-MCOs:

Local Management Entities-Managed Care Organizations (LME-MCOs) may submit more than one application if desiring review of separate projects. However, only one award will be made to any LME-MCO. Statements of interest and project applications should be prepared in accordance with the instructions outlined in this section and elsewhere in this Invitation.

Application Format

Applications should be prepared as simply as possible and provide a straightforward, concise description of the proposed project and the applicant’s capabilities and partnerships.

Questions re: Submission Instructions/DMHDDSAS Contact For Submission of Application

Please submit the application (one (1) original and five (5) hard copies) to the Division of Mental Health, Developmental Disabilities and Substance Abuse Services. For **Regular Mail** attn: Brenda T. Smith at 3004 Mail Service Center Raleigh, NC 27699-3004 or **Express Mail**: attn: Brenda T. Smith at 306 N. Wilmington St., Suite 203, Raleigh, N.C. 27601 **by 5:00 p.m. on December 7th, 2016**. Submissions posted after this date and time will not be considered. Please direct all questions concerning this RFA to Brenda Smith at brenda.t.smith@dhhs.nc.gov. Questions will be accepted until 5pm on November 9th, 2016. A summary of all questions and answers will be posted at <http://www.ncdhhs.gov/about/grant-opportunities/mental-health-developmental-disabilities-substance-abuse-services-grant-opportunities> by November 16th 2016.

The LME-MCO's submission should include the following content/headings in the following order:

1. Application Face Sheet (Form available in Attachment A of this document)
2. Proposal Summary/Project Objectives
3. Organizational Capacities
4. Scope of Work
 - a. Program Narrative Overview
 - b. Program Design, Activities, and Strategies
 - c. Program Evaluation
5. Project Implementation Plan, Timeline and Schedules
6. Budget and Budget Narrative
7. Letters of Support

FUNDING AVAILABILITY AND DURATION

The NC General Assembly appropriation of \$2,000,000 is non-recurring.

FUNDING METHODOLOGY

It is anticipated that one to two awards of up to \$1,000,000 each will be made for selected projects. An LME-MCO is eligible to receive only one award from this process.

Funding Mechanism	Allocation
Funds will be allocated to the LME-MCO who will contract with its identified crisis service provider agency.	After the first year award, it is expected that FBC-Child and Adolescent programs will be self-sustaining

SCOPE OF WORK

This process is intended to allow one-two LME-MCOs and one of its identified crisis provider partners to start up a Facility-Based Crisis Service for Children and Adolescents.

APPLICATION REQUIREMENTS

The Application is to be completed according to the order and descriptions provided in each of the following sections:

1. Proposal Summary

Location is selected for the development of a Facility Based Crisis Service for Children and Adolescents:

Provide a brief overview of the selected communities' existing child crisis intervention continuum. Strong preference will be given to a site that can embed the Facility Based Crisis Service for Children and Adolescents in a continuum of services that includes Behavioral Health Urgent Care for Children and those sites with a proven strong collaborative relationship with local Emergency Department(s) for crisis services. Strongest applicants will have specific commitments from local Emergency Department(s) and other system stakeholders to partner in this project.

Will this Facility Based Services for Children and Adolescents be connected to a FBC Service for Adults?

Describe how the addition of Facility Based Crisis Services for Children and Adolescents will support your current efforts to improve outcomes for children, adolescents, and their families. How will youth who receive services in Facility Based Crisis Service be linked to existing child behavioral services?

Describe any other community partners – individual organizations or community coalitions that will participate in this project. Include membership, history and current area(s) of focus.

Describe any training or other capacity building activities needed by any of the involved entities to ensure the success of this project.

Who and how will your LME-MCO monitor this project including the use of the funds to develop the service, the development of communication and referral protocols to encourage the use of the service, and the monitoring of outcomes and clinical practice of the service?

2. Organizational Capacities

Describe your LME-MCO's previous or current efforts to strengthen your child crisis continuum including collaborative relationships with emergency departments, other crisis services, and child

serving agencies such as child welfare, juvenile justice, and schools. What resources has your LME-MCO invested in the development and monitoring of child crisis services?

Provide the Name and Position of the LME-MCO Management Team member who will be directly responsible for implementation of this initiative.

Describe how your selected Crisis Provider agency is structured and managed.

- Please include an organizational chart for the contracted Crisis Service Provider. Highlight existing crisis services provided by the agency. Describe how this Facility-Based Crisis Unit will fit into the service mix of the identified crisis provider.
 - Provide the Name and Position of the Crisis Service Provider Management Team member who will be directly responsible for implementation of this initiative.
 - Include the Provider Contact for this Application with Contact Information (Email and Phone)
 - Include the Provider Agency Address
 - Include Provider Telephone and FAX Numbers and website address
 - Identify the Counties within this LME-MCO's region that are served by the Provider
- Other Involved Key Stakeholder(s)
 - Provide relevant information (Name of organizations; contact name with email and phone number) for any other key entities that contributed to this application.

3. Program Information

Funding is available for start-up of one-two Facility Based Crisis Service for Children and Adolescents Facilities must be willing to serve individuals with mental illness, substance use disorders, and intellectual/development disabilities, including co-occurring disorders. The facility must be designated for the custody and treatment of involuntary clients. If NC DMHDDSAS offers training and technical assistance in Six Core Strategies, the facilities funded will participate in that initiative. Six Core Strategies is designed to help reduce the use of seclusion and restraint in restrictive settings.

Program Design, Activities, and Strategies

- Describe the programmatic context - philosophy, mission, and values - in which crisis stabilization will be successfully performed.
- How will families/caregivers be involved in the care and discharge planning of their children?
- How will all aspects (admission, discharge planning, family engagement, therapeutic interventions) of the program be trauma informed?
- Describe the expected referral sources and admission routes into the Facility-Based Crisis Unit? Relationship with BH Urgent Care Center and EDs?

- Describe the provider’s strategies to meet the needs of individuals of all disabilities. Include rationale for any anticipated admission exclusion criteria.
- Describe the anticipated staffing pattern – including on-site, phone consultation, contractual, and on-call for all disciplines including security.
- Describe how the clinical and legal assessment requirements related to the involuntary commitment examinations will be performed. Also, describe how the security and custody needs of consumers in the Involuntary Commitment process will be managed.
- Describe how the LME-MCO and crisis provider will collaborate to ensure speedy authorization processes and care coordination to facilitate smooth discharge planning.
- Describe plans to educate and engage the community and referral sources to assure consumers who may be safely stabilized in a short-term residential unit will utilize the Facility- Based Crisis Unit.

Program Evaluation

Facility-Based Crisis Centers will be required to provide mandatory reporting on DMH/DD/SAS issued data collection tool(s).

- Include a discussion of factors and definable outcomes that will indicate the efficacy of the interventions and strategies implemented within the program design.
- Describe additional anticipated data collection and analysis related to the Facility-Based Crisis Unit.
- Describe how data will inform quality management, quality improvement, and fiscal management of the program.

4. Project Implementation Plan, Timeline, and Schedules

Provide a project implementation plan and a project timeline that includes specific activities, action steps and the responsible parties who will assure the project’s timely implementation. At a minimum, address the following:

- Acquisition of site and/or facility
- Schedule of any needed renovations
- Schedule of licensure reviews and/or IVC designation review
- Anticipated date of operation
- Resolution of challenges: an analysis of the project’s risk and limitations including how these factors will be addressed or minimized
- Plan for sustainability of program: Steps taken to ensure future successes for continuing the project beyond the awarded period.

The LME-MCO will provide at least quarterly status reports to the NC DMH/DD/SAS Contact. Status reports will include at a minimum a discussion of project progress, progress on definable outcomes,

problems encountered and recommended solutions, identification of policy or management questions, and requested project plan adjustments.

5. Budgets

Detailed line item budget and narrative for fiscal year 2016-2017 that provides justification for each expenditure must be submitted. The budget should be based on anticipated actual costs, and cannot exceed \$1,000,000. Allowable eligible expenditures are limited to direct project-related costs and cannot supplant any existing funding.

The budget should specify:

- how funds will be spent
- Why these costs are justified/necessary and reasonable and appropriate for the level of effort proposed.

Recipients and sub-recipients must be non-profit entities.

6. Letters of Support

LME-MCOs must demonstrate collaboration with a contracted crisis service provider agency, as well as with impacted hospitals and law enforcement agencies, and with existing community crisis coalitions. Evidence of such collaboration can be provided through attached letters of support or other similar attestations.

EVALUATION CRITERIA – MAXIMUM 100 POINTS

Proposal Summary up to 15

The application provides a comprehensive description of:

- How Facility Based Crisis Service for Children and Adolescents fits into community's crisis continuum.
- How project supports current efforts to improved outcomes for children, adolescents, and their families
- How community partners are involved in the project
- Description of how LME-MCO will monitor project.
- What training is needed to support project

Organizational Capacity up to 20 points

The application describes the leadership at the LME-MCO, at the selected crisis service provider, and at other identified key stakeholders who will be responsible for successfully implementing the project. The application demonstrates the LME-MCO's commitment to developing a full child service array.

Program Information up to 30 points

The Program Design, Strategies and Activities section demonstrates a clear understanding of and commitment to the use of evidence based practices; required staffing, community collaborations necessary to operate the program in an effective, efficient, and trauma informed manner; development of referral and authorization protocols; and other elements of this section.

The Program Evaluation section demonstrates an acknowledgement of the need for required reporting to DMH/DD/SAS as requested. In addition, this section identifies the local measures that will be used to assure quality management and improvement and fiscal measurements related to program sustainability and success.

Implementation Plan up to 35 points

The application describes a reasonable and well-developed proposal for the implementation of the project(s) that includes specific activities, action steps and the responsible parties who will assure the project's timely implementation. The following areas are addressed:

- Acquisition of site and/or facility
- Schedule of any needed renovations
- Schedule of licensure reviews and/or IVC designation review
- Anticipated date of operation
- Resolution of challenges: an analysis of the project's risk and limitations including how these factors will be addressed or minimized
- Plan for sustainability of program: Steps taken to ensure future successes for continuing the project beyond the awarded period.

Budgets	Pass/Fail
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Letters of Support	Pass/Fail
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SELECTION AND NOTIFICATION PROCEDURES

Applicants must demonstrate capability and capacity to implement their proposal by responding to all sections of this Request for Applications. Applications that are incomplete or do not follow the required format may be determined ineligible for review.

Each application that is received prior to the deadline and meets formatting and content requirements will be reviewed by a Selection Committee comprised of various staff from the Division of Mental Health, Developmental Disabilities and Substance Abuse Services, Division of Medical Assistance, and a family representative. Applications will be evaluated and scored as noted above. DMH/DD/SAS may choose to include interviews or site visits with LME-MCO and crisis provider staff as a second step in the evaluation and selection process.

It is the Division's intent to provide funding for one -two separate initiatives; however, only those applications that meet scoring and evaluative criteria will be funded. There are no continuation funds expected for this initiative. Allocation letters for successful applications will be promptly processed and mailed to successful LME-MCO applicants.

ATTACHMENT A: APPLICATION FACE SHEET

Name of LME-MCO: _____

Signature of LME-MCO CEO: _____

Address: _____

Phone Number: _____

FAX Number: _____

Email Address: _____

Contact Name and Title: _____

Name of Program: _____

Address of Service Delivery Site: _____

Area to be Served: _____

ATTACHMENT B: Facility Based Crisis Services for Children and Adolescents Clinical Policy

1.0 Description of the Procedure, Product, or Service

Facility-Based Crisis Service for children and adolescents is a service that provides an alternative to hospitalization for an eligible beneficiary who presents with escalated behavior due to a mental health, intellectual or development disability or substance use disorder and requires treatment in a 24-hour residential facility with 16 beds or less. Facility-Based Crisis Service is a direct and indirect, intensive short term, medically supervised service provided in a physically secure setting, that is available 24 hours a day, seven (7) days a week, 365 days a year.

Under the direction of a psychiatrist, this service provides assessment and short-term therapeutic interventions designed to prevent hospitalization by de-escalating and stabilizing acute responses to crisis situations.

The Facility-Based Crisis Service includes professionals with expertise in assessing and treating mental health and substance use disorders and intellectual or developmental disabilities. The service must address the age, behavior, and developmental functioning of each beneficiary to ensure safety, health and appropriate treatment interventions. The facility must ensure the physical separation of children (refer to Subsection 1.1) from adolescents (refer to Subsection 1.1) by living quarters, common areas, and in treatment. This separation may be accomplished by providing physically separate sleeping areas and by the use of treatment areas and common areas, i.e. dining room, dayroom, and in- and outside recreation areas, if age groups are scheduled at different times. If adults (18 years of age and older) and children and adolescents are receiving services in the same building, the facility must ensure complete physical separation between adults and children/adolescents. Facility-Based Crisis Service components include:

- a. assessments and evaluation of the condition(s) that has resulted in acute psychiatric symptoms, disruptive or dangerous behaviors, or intoxication from alcohol or drugs;
- b. intensive treatment, behavior management support and interventions, detoxification protocols as addressed in the beneficiary's treatment plan;
- c. assessments and treatment service planning that address each of the beneficiary's primary presenting diagnoses if the child is dually diagnosed with mental health and substance abuse disorders or mental health or substance abuse with a co-occurring intellectual developmental disability, with joint participation of staff with expertise and experience in each area;
- d. active engagement of the family, caregiver or legally responsible person, and

significant others involved in the child's life, in crisis stabilization, treatment interventions, and discharge planning as evidenced by participation in team meetings, collaboration with staff in developing effective interventions, providing support for and input into discharge and aftercare plans;

- e. stabilization of the immediate presenting issues, behaviors or symptoms that have resulted in the need for crisis intervention or detoxification;
- f. monitoring of the beneficiary's medical condition and response to the treatment protocol to ensure the safety of the beneficiary; and
- g. discharge planning.

Discharge planning begins at admission and shall include the beneficiary, legally responsible person and the Local Management Entity/Managed Care Organization (LME/MCO) herein referred to as the Prepaid Inpatient Health Plan (PIHP) for Medicaid beneficiaries and the DHHS Utilization Review Contractor for Health Choice Beneficiaries. Discharge planning includes the following:

1. arranging for linkage to new or existing community based services that will provide further assessment, treatment, habilitation or rehabilitation upon discharge from the Facility-Based Crisis service;
2. coordination of aftercare with other involved providers, including the child's Primary Care Practitioner and any involved specialist for ongoing care of identified medical condition;
3. contact for re-entry planning purposes with the child's school or local school or Local Educational Authority as indicated;
4. arranging for linkage to a higher level of care as medically necessary;
5. identifying, linking to, and collaborating with informal and natural supports in the community; and
6. developing or revising the crisis plan to assist the beneficiary and their supports in preventing and managing future crisis events.

1.1 Definitions

Children are defined as beneficiaries 6 years of age through 11. Adolescents are defined as beneficiaries 12 years of age through 17

2.1 Eligibility Requirements

2.2 Provisions

2.2.1 General

- a. An eligible beneficiary shall be enrolled in either:
 1. the NC Medicaid Program (*Medicaid is NC Medicaid*)

- program, unless context clearly indicates otherwise); or*
2. the NC Health Choice (*NCHC is NC Health Choice program, unless context clearly indicates otherwise*) Program,
on the date of service and shall meet the criteria in **Section 3.0 of this policy.**
- b. Provider(s) shall verify each Medicaid or NCHC beneficiary's eligibility each time a service is rendered.
 - c. The Medicaid beneficiary may have service restrictions due to their eligibility category that would make them ineligible for this service.
 - d. Following is only one of the eligibility and other requirements for participation in the NCHC Program under GS 108A-70.21(a): Children must be between the ages of 6 through 18.

2.2.2 Specific

a. Medicaid

A Medicaid beneficiary, 6 years of age through 17, is eligible for Facility- Based Crisis for Children and Adolescents. A Medicaid beneficiary ages 18 to 21 is eligible for Facility Based Crisis for Adults.

b. NCHC

A NCHC beneficiary, 6 years of age through 17, is eligible for Facility- Based Crisis Service for Children and Adolescents. A NCHC beneficiary 18 years of age is eligible for Facility Based Crisis for Adults.

2.3 Special Provisions

2.3.1 EPSDT Special Provision: Exception to Policy Limitations for a Medicaid Beneficiary under 21 Years of Age

a. **42 U.S.C. § 1396d(r) [1905(r) of the Social Security Act]**

Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) is a federal Medicaid requirement that requires the state Medicaid agency to cover services, products, or procedures for Medicaid beneficiary under 21 years of age **if the service is medically necessary health care** to correct or ameliorate a defect, physical or mental illness, or a condition [health problem] identified through a screening examination (includes any evaluation by a physician or other licensed practitioner).

This means EPSDT covers most of the medical or remedial care a child needs to improve or maintain his or her health in the best condition possible, compensate for a health problem,

prevent it from worsening, or prevent the development of additional health problems.

Medically necessary services will be provided in the most economic mode, as long as the treatment made available is similarly efficacious to the service requested by the beneficiary's physician, therapist, or other licensed practitioner; the determination process does not delay the delivery of the needed service; and the determination does not limit the beneficiary's right to a free choice of providers.

EPSDT does not require the state Medicaid agency to provide any service, product or procedure:

1. that is unsafe, ineffective, or experimental or investigational.
2. that is not medical in nature or not generally recognized as an accepted method of medical practice or treatment.

Service limitations on scope, amount, duration, frequency, location of service, and other specific criteria described in clinical coverage policies may be exceeded or may not apply as long as the provider's documentation shows

that the requested service is medically necessary "to correct or ameliorate a defect, physical or mental illness, or a condition" [health problem]; that is, provider documentation shows how the service, product, or procedure meets all EPSDT criteria, including to correct or improve or maintain the beneficiary's health in the best condition possible, compensate for a health problem, prevent it from worsening, or prevent the development of additional health problems.

b. EPSDT and Prior Approval Requirements

1. If the service, product, or procedure requires prior approval, the fact that the beneficiary is under 21 years of age does **NOT** eliminate the requirement for prior approval.
2. **IMPORTANT ADDITIONAL INFORMATION** about EPSDT and prior approval is found in the *NCTracks Provider Claims and Billing Assistance Guide*, and on the EPSDT provider page. The Web addresses are specified below.

NCTracks Provider Claims and Billing Assistance Guide:

<https://www.nctracks.nc.gov/content/public/providers/provider-manuals.html>

EPSDT provider page: <http://dma.ncdhhs.gov/>

2.3.2 EPSDT does not apply to NCHC beneficiaries

2.3.3 Health Choice Special Provision for a Health Choice Beneficiary age 6 through 18 years of age

The Division of Medical Assistance (DMA) shall deny the claim for coverage for an NCHC beneficiary who does not meet the criteria within **Section 3.0** of this policy. Only services included under the NCHC State Plan and the DMA clinical coverage policies, service definitions, or billing codes are covered for an NCHC beneficiary.

3.1 When the Procedure, Product, or Service Is Covered

Note: Refer to Subsection 2.2.1 regarding EPSDT Exception to Policy Limitations for a Medicaid Beneficiary under 21 Years of Age.

3.2 General Criteria Covered

Medicaid and NCHC shall cover the procedure, product, or service related to this policy when medically necessary, and:

- a. the procedure, product, or service is individualized, specific, and consistent with symptoms or confirmed diagnosis of the illness or injury under treatment, and not in excess of the beneficiary's needs;
- b. the procedure, product, or service can be safely furnished, and no equally effective and more conservative or less costly treatment is available statewide; and
- c. the procedure, product, or service is furnished in a manner not primarily intended for the convenience of the beneficiary, the beneficiary's caretaker, or the provider.

3.3 Specific Criteria Covered

3.2.1 Specific Criteria Covered for Medicaid and NCHC

Medicaid and NCHC shall cover Facility- Based Crisis Service for children and adolescents when the beneficiary:

- a. has a Mental Health or Substance Use Disorder diagnosis or Intellectual Developmental Disability as defined by the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) or any subsequent editions of this reference material based on the designation of the facility;
- b. meets American Society of Addiction Medicine (ASAM) Level 3.7 criteria as found in the current edition if the child's primary admitting diagnosis is substance use,
- c. is experiencing an acute crisis requiring short term placement due to serious cognitive, affective, behavioral, adaptive, or self-care functional deficits secondary to the DSM-5 diagnosis (es) which may include but is not limited to:
 1. danger to self or others;
 2. imminent risk of harm to self or others;

3. psychosis, mania, acute depression, severe anxiety or other active severe behavioral health symptoms impacting safety and level of age appropriate functioning;
4. medication non-adherence;
5. intoxication or withdrawal requiring medical supervision, but not hospital detoxification; and
- d. has no evidence to support that alternative interventions would be equally or more effective, based on current North Carolina community practice standards (such as Best Practice Guidelines of the American Academy of Child and Adolescent Psychiatry, American Psychiatric Association, and American Society of Addiction Medicine).and
- e. The beneficiary has been determined to have no acute medical/psychiatric condition that requires a more intensive level of medical/psychiatric monitoring and treatment.

3.2.2 Continued Service Criteria

The desired outcome or level of functioning has not been restored, improved, or sustained over the time-frame outlined in the beneficiary's service plan or the beneficiary continues to be at risk for relapse based on history or the tenuous nature of the functional gains or ANY of the following applies:

- a. beneficiary has achieved initial service plan goals and additional goals are indicated;
- b. beneficiary is making satisfactory progress toward meeting goals;
- c. beneficiary is making some progress, but the service plan (specific interventions) needs to be modified so that greater gains which are consistent with the beneficiary's pre-crisis level of functioning are possible or can be achieved;
- d. beneficiary is not making progress; the service plan must be modified to identify more effective interventions; or
- e. beneficiary is regressing; the service plan must be modified to identify more effective interventions.

3.2.3 Discharge Criteria

The beneficiary meets the criteria for discharge if one of the following applies:

- a. The beneficiary has improved with respect to the goals outlined in the service plan and
 1. goals have been achieved or
 2. the child has regained pre-crisis level of functioning AND
 3. discharge to a lower level of care is indicated.
- b. The beneficiary is

1. not benefiting from treatment or
2. not making progress in treatment or
3. is
regressing AND
4. all realistic treatment options with this modality have been exhausted.

For Medicaid beneficiaries who are new to the enhanced MH/DD/SAS service delivery system, a completed LME Consumer Admission and Discharge Form must be submitted to the PIHP. For NCHC beneficiaries, a discharge review must be submitted to the DHHS Utilization Review Contractor.

3.2.4 Exception

Per General Statutes 122C-261(f), 122C-262(d), and 122C-263(d)(2), if an individual with mental retardation and a co-occurring mental illness is determined to need hospitalization, arrangements must be made for an inpatient admission to a non-state hospital in collaboration with the LME and PIHP. All requests for an exception are determined by the Director of the Division of MH/DD/SAS or designee.

3.2.5 Medicaid Additional Criteria Covered

None Apply.

3.2.6 NCHC Additional Criteria Covered

None Apply.

4.1 When the Procedure, Product, or Service Is Not Covered

Note: Refer to Subsection 2.2.1 regarding EPSDT Exception to Policy Limitations for a Medicaid Beneficiary under 21 Years of Age.

4.2 General Criteria Not Covered

Medicaid and NCHC shall not cover the procedure, product, or service related to this policy when:

- a. the beneficiary does not meet the eligibility requirements listed in **Section 2.0;**
- b. the beneficiary does not meet the criteria listed in **Section 3.0;**
- c. the procedure, product, or service duplicates another provider's procedure, product, or service; or
- d. the procedure, product, or service is experimental, investigational, or part of a clinical trial.

4.3 Specific Criteria Not Covered

4.2.1 Specific Criteria Not Covered by both Medicaid and NCHC

Per 42 CFR 435.1009, Medicaid and NCHC shall not cover Facility-Based Crisis Service delivered to:

- a. an inmate in a public correctional institution; or
- b. a beneficiary in a facility with more than 16 beds classified as an institution for mental diseases (IMD);
or
- c. a child or adolescent stepping down from an inpatient level of care.

4.2.2 Medicaid Additional Criteria Not Covered

None Apply.

4.2.3 NCHC Additional Criteria Not Covered

NCGS § 108A-70.21(b) "Except as otherwise provided for eligibility, fees, deductibles, co-payments, and other cost sharing charges, health benefits coverage provided to children eligible under the Program shall be equivalent to coverage provided for dependents under North Carolina Medicaid Program except for the following:

1. No services for long-term care.
2. Non-emergency medical transportation.
3. No EPSDT.
4. Dental services shall be provided on a restricted basis in accordance with criteria adopted by the Department to implement this subsection.

5.1 Requirements for and Limitations on Coverage

Note: Refer to Subsection 2.2.1 regarding EPSDT Exception to Policy Limitations for a Medicaid Beneficiary under 21 Years of Age.

5.2 Prior Approval

Medicaid and NCHC beneficiaries must have authorization for all units of Facility Based Crisis Services for Children and Adolescents.

5.3 Prior Approval Requirements

5.3.1 General

The provider(s) shall submit authorization requests:

- a. For Medicaid beneficiaries to the Prepaid Inpatient Health Plan (PIHP)
- b. For Health Choice beneficiaries to the DHHS Utilization Review Contractor.

The authorization process ensures that the level of the service is appropriate and continued reviews determine the ongoing medical

necessity for the service or the need to move up or down the continuum of services to another level of care.

5.3.2 Specific

The authorization request must comply with the following provisions:

- a. The authorization request must be submitted within two business days of admission; and
- b. The request must include all health records and any other records that support the beneficiary has met the specific criteria in Subsection 3.2 of this policy.

5.4 Entrance Process

Involuntary evaluations and admissions must be processed in compliance with 10A NCAC Subchapter 26C Section .0100.

For Medicaid and NCHC Facility-Based Crisis Service, a service order is required on the date of admission. A verbal order is acceptable; it must be received by a Registered Nurse and must be signed within 2 business days. The service order must be completed by a physician, licensed psychologist, physician assistant, or nurse practitioner according to his or her scope of practice, and must include a statement indicating that the service is medically necessary. The service order must be based on an individualized assessment of the beneficiary's needs.

The following assessments and evaluations are required:

- a. A pre-admission nursing screen conducted by a Registered Nurse to determine medical appropriateness for this level of care to rule out acute or severe chronic co-morbidities or medical conditions, such as brittle diabetes, pending birth of a child, uncontrolled seizures, that require or could potentially require complex medical intervention in a higher level of care.
- b. Following admission, the RN must be complete a nursing assessment within 24 hours of admission to follow up on any medical needs identified in the screen that did not preclude admission to the facility.
- c. An onsite psychiatric evaluation must be completed by the psychiatrist within 24 hours of admission.
- d. A clinical assessment at the time of admission to include:
 1. the beneficiary's presenting problem(s);
 2. the beneficiary's needs and strengths;
 3. a provisional or admitting diagnosis(es), with an established diagnosis(es) prior to discharge;
 4. a pertinent social, family, and medical history; and
 5. recommendations for other evaluations or assessments as appropriate.
- e. A comprehensive clinical assessment (CCA) documenting medical necessity must be completed by a licensed professional prior to

discharge as part of the provision of this service. The CCA must be in compliance with the requirements of Clinical Coverage Policy 8C and also address the following:

1. screening for trauma exposure and symptoms related to that exposure and recommendations for interventions;
2. detailed assessment of the presenting problem(s), including input from other licensed professionals if the child is dually diagnosed;
3. review of any available prior assessments, including functional behavior analyses; and
4. recommendations for any needed community services or supports to prevent future crises.

Note: If a substantially equivalent assessment is available, reflects the current level of functioning, and contains all the required elements as outlined in community practice standards as well as in all applicable federal, state, and DHHS requirements, it may be utilized as a part of the current comprehensive clinical assessment and in the development of the clinical assessment required upon admission.

At a minimum, the licensed professional, in coordination with all other appropriate clinical staff, the nursing staff, beneficiary, and the legally responsible person shall develop a treatment plan and a crisis plan to direct treatment and interventions during the admission. During the course of the Facility Based Crisis admission, the treatment plan must be modified as clinically indicated.

For a Medicaid beneficiary, the Facility-Based Crisis Service provider shall contact the PIHP to determine if the beneficiary is currently enrolled with another service provider agency that has first responder responsibilities or if the beneficiary is receiving care coordination. If the beneficiary is not already linked with a care coordinator, a referral should be made to the PIHP for care coordination. These contacts must occur within 24 hours admission into Facility-Based Crisis Service.

A completed LME Consumer Admission and Discharge Form must be submitted to the PIHP for Medicaid funded Facility-Based Crisis Services. For Health Choice beneficiaries, the Facility Based Crisis provider shall communicate care coordination efforts and needs of the beneficiary to the DHHS Utilization Review Contractor.

Relevant diagnostic information must be obtained and included in the beneficiary's service plan.

5.5 Expected Clinical Outcomes

The expected clinical outcomes for this service are specific to

recommendations resulting from the child's clinical assessment and to meeting the identified goals that assist the beneficiary and his or her supports in:

- a. reduction of acute psychiatric symptoms that precipitated the need for this service;
- b. reduction of acute effects of substance use disorders with enhanced motivation for treatment or relapse prevention;
- c. stabilizing or managing the crisis situation;
- d. preventing hospitalization or other institutionalization;
- e. accessing services as indicated in the comprehensive clinical assessment; and
- f. reduction of behaviors that led to the crisis.

5.6 Documentation Requirements

For this service, the documentation requirements include, at a minimum, a full service note per shift by the nursing staff and a full service note per intervention (e.g., individual counseling, group, discharge planning) per date of service, written, dated, and signed by the person(s) who provided the service. Documentation should reflect progress made in relation to the discharge plans or service plan for the beneficiary. Each full service note must contain:

- a. beneficiary's name;
- b. Medicaid or NCHC identification number;
- c. service provided (such as Facility-Based Crisis Service);
- d. date of service;
- e. type of contact (face-to-face, telephone call, collateral);
- f. purpose of the contact;
- g. description of the provider's interventions, specifying the relationship of the intervention to the problems and goal(s) identified in the treatment plan;
- h. amount of time spent performing the interventions;
- i. description of the effectiveness of the interventions; and
- j. signature and credentials of the staff member(s) providing the service (for paraprofessionals, position is required in lieu of credentials with staff signature).

Additional Documentation requirements:

The following plans must be documented and included in the service record, and a copy given to the beneficiary (and the legally responsible person as appropriate) and the PIHP. For NCHC beneficiaries, the plans must be submitted to the DHHS Utilization Review Contractor.

- a. A treatment plan that includes the goal(s), objectives, treatment interventions and the individual responsible for carrying out the intervention;
- b. A discharge plan that includes the identification of the beneficiary's responsible person; the date, time and location of first follow up

appointment, diagnosis and discharge medications; living and educational or vocational arrangements;

- c. An after care plan that addresses the beneficiaries' current treatment and care coordination needs and specifies the behavioral health services to be provided, the service provider's name, address and contact information and the child's primary care physician's name, contact and follow up visit(s), where indicated; and
- d. A crisis plan developed in partnership with the beneficiary, his or her legally responsible person, and the community based treatment provider if one exists, that includes informal and formal supports and interventions to divert any readmission into a crisis setting.
- e. A completed LME Consumer Admission and Discharge Form must be submitted to the PIHP for Medicaid Beneficiaries and to the DHHS Utilization Review Contractor for NCHC beneficiaries.
- f. Documentation of the psychiatric, psychological, comprehensive clinical, and nursing assessments must be documented in the service record no later than 24 hours from the time the assessment was conducted.

5.7 Utilization Management

For Medicaid and NCHC Facility-Based Crisis Service, authorization of all units is required for this service. The initial authorization process ensures that the level of the service is appropriate and continued reviews determine the ongoing medical necessity for the service or the need to move up or down the continuum of services to another level of care.

5.8 Service Exclusions/Limitations

Any other service provided after admission to and before discharge from Facility-Based Crisis shall be coordinated with Facility Based Crisis Service for the purpose of transition into and discharge from the service and must have prior authorization.

Medicaid and NCHC shall not cover Facility-Based Crisis Service for more than 30 calendar days in a 365 consecutive day period. Any exception for Medicaid eligible children must meet EPSDT Criteria.

6.1 Provider(s) Eligible to Bill for the Procedure, Product, or Service

To be eligible to bill for the procedure, product, or service related to this policy, the provider(s) shall:

- a. meet Medicaid or NCHC qualifications for participation;
- b. have a current and signed Department of Health and Human Services (DHHS) Provider Administrative Participation Agreement; and

- c. bill only for procedures, products, and services that are within the scope of their clinical practice, as defined by the appropriate licensing entity.

6.1 Provider Qualifications and Occupational Licensing Entity Regulations

Facility-Based Crisis Services must be delivered by providers employed by mental health, intellectual or developmental disability or substance abuse provider organizations that

- a. meet the provider qualification policies, procedures, and standards established by the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services (DMH/DD/SAS); and
- b. meet the requirements under 10A NCAC 27G.

This service must be provided in a facility licensed by the Division of Health Services Regulation, under the provisions in NCGS 122c: Mental Health, Developmental Disabilities and Substance Abuse Act, by meeting all standards required for licensure as a mental health facility and Facility Based Crisis service as provided for in 10A NCAC 27G .5000.

A Facility-Based Crisis Service provider shall meet the criteria for and be designated as a facility for the custody and treatment of involuntary clients under 10A NCAC Subchapter 26C Section .0100.

These policies and procedures set forth the administrative, financial, clinical, quality improvement, and information services infrastructure necessary to provide services.

Provider organizations shall demonstrate that they meet these standards by being credentialed by the PIHP for Medicaid as well NCHC beneficiaries. Additionally, within one year of enrollment as a provider of this service with DMA, the organization must achieve national accreditation with at least one of the designated accrediting agencies approved by DHHS. The organization shall be established as a legally constituted entity capable of meeting all of the requirements of Provider Credentialing, The Medicaid Enrollment Agreement, Medicaid Bulletins, and service implementation standards.

For Medicaid and NCHC services, the organization shall be responsible for obtaining authorization from the Medicaid or the NCHC utilization management contractor for medically necessary services (refer to **Subsection 5.2.2**).

In partnership with the PIHP for Medicaid-eligible beneficiaries or DHHS contracted utilization management organization for NCHC beneficiaries, the Facility-Based Crisis Service provider organization shall collaborate with relevant community stakeholders for access to services, care coordination,

and continuity of care.

6.2 Staffing Requirements

The facility shall be staffed at a minimum of:

- a. 0.5 FTE Medical Director who is a board-eligible or board certified Child Psychiatrist. If a provider is unable to hire a board-eligible or board certified Child Psychiatrist, the provider must seek an exception, with justification, from the PIHP. The exception request, with accompanying updated justification, must be requested on an annual basis. A psychiatrist shall be available 24 hours a day, 7 days a week, 365 days a year (this includes the required on call availability). The psychiatrist shall provide clinical oversight of the Facility- Based Crisis Service. The psychiatrist shall conduct a psychiatric assessment of each beneficiary on site within 24 hours of admission. The psychiatrist shall provide onsite consultation to and supervision of staff. When providing face to face evaluation and management services, additional psychiatric evaluations (excluding the initial evaluation) and other therapeutic service to beneficiaries, the psychiatrist may bill separately.
- b. 0.5 FTE Licensed Practicing Psychologist with a minimum of two years' experience in the treatment of children and adolescents with Intellectual/Developmental Disabilities. The psychologist must provide onsite behavioral assessment, observation and service planning within 24 hours of admission for beneficiaries with IDD. The psychologist must be available for face-to-face in person consultation with staff. The psychologist will also be responsible for conducting other assessments with beneficiaries presenting with mental health or substance use issues as clinically indicated.
- c. Nursing coverage on site 24 hours a day, 7 days a week, 365 days a year must include a Registered Nurse Qualified Professional with a minimum of one-year crisis service experience with the population to be served. All nursing staff must actively participate in the provision of treatment, monitor beneficiary's medical progress, and provide medication administration.
- d. One FTE Licensed Professional(s) with a minimum of two years' experience with the population served (at least one-year postgraduate) who possesses the knowledge, skills, and abilities to treat co-occurring mental health and substance use disorders; who provides onsite observation, assessment and actively participates in the provision of treatment of individuals with mental health and substance use disorders. The Licensed

Professional, with the psychiatrist provides clinical supervision for the program. This position cannot be filled by more than two professionals;

OR

0.5 Licensed Professional with a minimum of two years' experience

with the population served (at least one-year postgraduate) who possesses the knowledge, skills, and abilities to treat persons with mental health disorders and who provides onsite observation, assessment and actively participates in the provision of treatment, and with the psychiatrist, provides clinical supervision for the program;

and

0.5 Licensed Professional with a minimum of two years' experience with the population served (at least one-year postgraduate) who possesses the knowledge, skills, and abilities to treat substance use disorders, who provides onsite observation and assessment, and who actively participates in the provision of treatment, and with the psychiatrist, provides clinical supervision for the program.

Note: A "Licensed Professional" includes both a fully Licensed Professional as well as an Associate Licensed Professional who meet the experience and knowledge, skills and abilities to assess and treat the population served in the Facility Based Crisis-Child setting.

- e. Additional staff including Licensed Professionals, Licensed Practical Nurse, Qualified Professionals, Associate Professional or Paraprofessionals with disability-specific knowledge, skills, and abilities as required by the age, disability and acuity of the population being served.

The facility-based crisis shall also meet the following staffing provisions:

The Facility Based Crisis Service provider shall designate an individual who is responsible for the programmatic operations of the facility.

- a. As a facility designated for the custody and treatment of involuntary beneficiaries, the facility must have adequate staffing and provide supervision to ensure the protection of the beneficiary to be served. To be designated, the Facility Based Crisis service must demonstrate:
 - 1. adequacy of staff capability to manage more violent or aggressive beneficiaries;
 - 2. adequacy of security procedures including elopement and suicide prevention procedures;
 - 3. staff training in de-escalation to avoid the use of seclusion and restraint and training in seclusion and restraint policies and procedures;
 - 4. capacity to increase staffing levels when indicated by the acuity and number of beneficiaries being served; and
 - 5. appropriate separation of children and adolescents and adequate supervision of vulnerable beneficiaries.

- b. A Facility-Based Crisis must be staffed 24 hours a day and must maintain staffing ratios that ensure the treatment, health and safety of beneficiaries served in the facility that includes:
 - 1. a licensed professional, in addition to the Registered Nurse, must be available 24 hours a day, 7 days a week for on-site admissions;
 - 2. awake staff-to-beneficiary ratio of no less than 1:3 on premises at all times;
 - 3. a minimum of two awake staff on premises at all times; and
 - 4. the capacity to bring additional staff on site to provide more intensive supervision, treatment, or management in response to the needs of individual beneficiaries.
- c. At no time when a Facility-Based Crisis staff member is actively fulfilling his or her Facility-Based Crisis Service role may he or she contribute to the staffing ratio required for another service.
- d. Therapeutic interventions are implemented by staff under the direction of a Licensed Professional.
- e. At least one Licensed Professional Providing Facility-Based Crisis Service shall demonstrate competencies in crisis response and crisis prevention. At a minimum, the licensed professional shall have a minimum of one year's experience in a crisis management setting or service, during which the individual provided crisis response (e.g., serving as a Mental Health or Substance Use Disorder first responder for enhanced services, in an emergency department, or in another service providing 24 hours a day, 7 days a week response in emergent or urgent situations).
- f. All staff providing Facility-Based Crisis Service shall complete a minimum of 20 hours of training specific to the required components of the Facility-Based Crisis Service definition, including crisis intervention strategies applicable to the populations served, impact of trauma and Person-Centered Thinking, within the first 90 calendar days of each staff member's initial delivery of this service. All staff providing Facility-Based Crisis Service shall complete a minimum of 10 hours of training per year relevant to their professional discipline and job responsibilities. These trainings could include de-escalation, seclusion and restraints, developmental disorders, children's development, substance use disorders, family systems, etc.

6.3 Provider Certifications

See provider requirements in **Subsection 6.1**.

7.1 Additional Requirements

Note: Refer to Subsection 2.2.1 regarding EPSDT Exception to Policy Limitations for a Medicaid Beneficiary under 21 Years of Age.

7.2 Compliance

Provider(s) shall comply with the following in effect at the time the service is rendered:

- a. All applicable agreements, federal, state and local laws and regulations including the Health Insurance Portability and Accountability Act (HIPAA) and record retention requirements; and
- b. All DMA's clinical (medical) coverage policies, guidelines, policies, provider manuals, implementation updates, and bulletins published by the Centers for Medicare and Medicaid Services (CMS), DHHS, DHHS division(s) or fiscal contractor(s).

7.3 Service Requirements

- a. A Facility-Based Crisis Service is a 24-hour service that is offered seven days a week. This service must accept admissions on a 24 hours a day, 7 days a week, and

365 days a year basis. The staff to beneficiary ratio must ensure the treatment, health and safety of beneficiaries served in the facility and comply with 10A NCAC 27E

.0104 Seclusion, Physical Restraint and Isolation Time Out and Protective Devices Used for Behavioral Control. A Facility-Based Crisis Service provider shall meet the criteria and designated as a facility for the custody and treatment of involuntary clients under 10A NCAC 26C .0100.

- b. Due to the high levels of exposure to trauma and toxic stress, the Facility-Based Crisis Service staff shall create a sense of psychological and physical safety through:
 1. Training of staff in behavior management techniques and trauma informed care;
 2. Programming that creates routines of predictability and calm; and
 3. Screening for exposure to traumatic events and any symptoms related to that exposure.
- c. A beneficiary shall be seen by the psychiatrist on site within 24 hours of their admission to the Facility-Based Crisis Service. A beneficiary shall receive a nursing assessment by the RN as follow up to the pre-admission screen and a full comprehensive clinical assessment by a licensed professional prior to discharge. A beneficiary with Intellectual or Developmental Disabilities shall be seen by the psychologist on site within 24 hours of their admission to the Facility-Based Crisis Service.
- d. The service must be under the supervision of a psychiatrist, and a psychiatrist shall be on call on a 24-hour per day basis.
- e. The Facility Based Crisis Service must address the chronological age and developmental functioning of the population served to ensure safety, health and appropriate treatment interventions

within the program milieu.

- f. Interventions should be related to goals of crisis stabilization and connecting beneficiaries and families to effective services in the community.
- g. When medically necessary, the Facility Based Crisis Service must make a referral to a service providing an appropriate level of care if the beneficiary's needs exceed the service capabilities.
- h. All staff who provide substance use disorder treatment interventions shall be registered with the North Carolina Substance Abuse Professional Practice Board in accordance with the North Carolina Practice Act (G.S. 90-113.30).
- i. For a beneficiary requiring detoxification, the Facility-Based Crisis Service must have procedures and protocols in place to initiate detoxification. When a higher level of detoxification is medically necessary, the Facility-Based Crisis Service must make a referral to a facility licensed (e.g., inpatient hospital) to provide detoxification in accordance with the American Society of Addiction Medicine (ASAM) criteria.
- j. For a beneficiary who is new to the enhanced Mental Health, Developmental Disabilities, Substance Abuse (MH/DD/SAS) service delivery system, Facility-Based Crisis Service staff shall develop an aftercare plan that includes a detailed crisis plan with the beneficiary and his or her family, caregiver or legally responsible person before discharge. For a beneficiary who is currently enrolled in another enhanced service, the Facility-Based Crisis Service staff must work in partnership with the Qualified Professional responsible for the plan to recommend the needed revisions to the crisis plan component of the Person Centered Plan. For Medicaid beneficiaries, a copy of the Crisis Plan must be submitted to the beneficiary's PIHP. For NCHC beneficiaries a copy of the plan must be submitted to the DHHS Utilization Review Contractor. For both Medicaid and NCHC beneficiaries, a copy of the plan must be submitted to all providers, as approved by the parents or guardians involved in the implementation of the plan.
- k. For each beneficiary, effective discharge planning must include collaboration with the family, caregiver or legally responsible person, their informal and natural supports and the PIHP, as well as other agencies involved (such as schools, Social Services, Juvenile Justice, other treatment providers) as appropriate. For a beneficiary who is engaged in receiving services from another community-based provider, the Facility-Based Crisis Service must involve the community based provider in treatment, discharge planning, and aftercare.

8.1 Policy Implementation and History

Original Effective Date: December 1, 2014

History:

Date	Section or Subsection	Change
January 1, 2016	All Sections and	New policy implementing Facility- Based Crisis Service for Children and Adolescents.

Attachment A: Claims-Related Information

Provider(s) shall comply with the, *NCTracks Provider Claims and Billing Assistance Guide*, Medicaid bulletins, fee schedules, DMA's clinical coverage policies and any other relevant documents for specific coverage and reimbursement for Medicaid and NCHC:

A. Claim Type

Professional (CMS-1500/837P transaction)

B. International Classification of Diseases, Tenth Revisions, Clinical Modification (ICD-10-CM) and Procedural Coding System (PCS)

Provider(s) shall report the ICD-10-CM and Procedural Coding System (PCS) to the highest level of specificity that supports medical necessity. Provider(s) shall use the current ICD-10 edition and any subsequent editions in effect at the time of service. Provider(s) shall refer to the applicable edition for code description, as it is no longer documented in the policy.

C. Code(s)

Provider(s) shall report the most specific billing code that accurately and completely describes the procedure, product or service provided. Provider(s) shall use the Current Procedural Terminology (CPT), Health Care Procedure Coding System (HCPCS), and UB-04 Data Specifications Manual (for a complete listing of valid revenue codes) and any subsequent editions in effect at the time of service. Provider(s) shall refer to the applicable edition for the code description, as it is no longer documented in the policy.

If no such specific CPT or HCPCS code exists, then the provider(s) shall report the procedure, product or service using the appropriate unlisted procedure or service code.

HCPCS Code(s)
S9484 HA

Unlisted Procedure or Service

CPT: The provider(s) shall refer to and comply with the Instructions for Use of the

CPT Codebook, Unlisted Procedure or Service, and Special Report as documented in the current CPT in effect at the time of service.

HCPCS: The provider(s) shall refer to and comply with the Instructions for Use of HCPCS National Level II codes, Unlisted Procedure or Service and Special Report as documented in the current HCPCS edition in effect at the time of service.

D. Modifiers

Provider(s) shall follow applicable modifier guidelines. The HA modifier is used with HCPCS code S9484 as noted above. HA indicates a child/adolescent program.

E. Billing Units

Provider(s) shall report the appropriate code(s) used which determines the billing unit(s). A provider may bill up to 24 units per day, and bill for units of service provided on day of discharge.

Units are billed in one-hour increments.

F. Place of Service

A Facility-Based Crisis Service must be provided in a facility licensed by DHSR under 122C NCGA, per **Subsection 6.1** of this policy, that is available at all times, 24 hours a day, 7 days a week, and 365 days a year. A Facility-Based Crisis Service provider must meet the criteria for and be designated as a facility for the custody and treatment of involuntary clients under 10A NCAC 26C .0100.

Each Facility Based Crisis provider must serve beneficiaries with the following: mental health disorder, substance use disorder, intellectual developmental disability, and co-occurring disorders

G. Co-payments

For Medicaid refer to Medicaid State Plan, Attachment 4.18-A, page 1, located at <http://dma.ncdhhs.gov/>.

For NCHC refer to G.S. 108A-70.21(d), located at http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_108A/GS_108A-70.21.html

H. Reimbursement

Provider(s) shall bill their usual and customary charges. For a schedule of rates, refer to: <http://dma.ncdhhs.gov/>