

DIVISION OF CHILD BEHAVIORAL HEALTH SERVICES (DCBHS)

FAMILY FUNCTIONAL THERAPY (FFT)

REVIEW AND AUTHORIZATION PROCESS

Important Information

- Any systems partner (VO, CCIS, UCM, CMO, YCM, MRSS, DYFS, FSO courts, probation, detention, OOH and IIC providers) can directly access the FFT providers to request that a youth be considered for admission to the FFT program.
 - That is, when a youth is currently receiving services from any of the above, the systems partner may request a pre-screening review for possible admission by directly accessing the FFT provider. It is not necessary to make this request through VO-NJ.
 - Each FFT agency will limit admissions to those youth from the county (or counties) in which the agency operates.
 - Below are the existing FFT Agencies and their contact information.
 - **Robin's Nest**
(Serving Cumberland, Gloucester and Salem Counties)
Contact Person:
Nicole Stemberger
(856) 881-8689 (Ext. 167)
 - **UBHC**
(Serving Middlesex County – Will expand to parts of Union and Somerset Counties)
Contact Person:
Joyce Clark Addison
(732) 235-6033
 - **Community Treatment Solutions**
(Serving Burlington and Ocean Counties)
Contact Person:
Mario Tommasi
(856) 642-9090 (Ext. 242)

- **Cape Counseling and Jewish Family Services
(Serving Atlantic and Cape May Counties)**

Contact People:

**Nina Stolzenberg
(609) 822-1108**

- **Mercer Street Friends and Catholic Charities
(Serving Mercer County)**

Contact Person:

**Shannon Mason
(609) 396-1506**

Prescreening by FFT

- **Within 72 business hours of the request for admission, the FFT provider will conduct the pre-screening to determine if the request for admission will be sent to VO for review. The FFT provider will notify the requestor of the pre-screening decision.**

Review Process

- **For those youth that the agency would like to admit, the FFT provider will complete the FFT Assessment in Absolute and submit it to VO-NJ for review and authorization.**
 - **The FFT provider will call VO-NJ Customer Services Department to gain access to the youth's Absolute record (and access to the FFT Assessment).**
 - **If the youth is not already registered in the DCBHS system, the VO Customer Services Representative (CSR) will register the youth at the time of this phone call.**
- **The FFT provider completes the FFT Assessment by filling in all required information and by forwarding the FFT Assessment to VO for review.**
 - **The provider must include a comprehensive clinical summary justifying the need for FFT services. This summary can be documented in the "text" field in the FFT Assessment.**
- **Upon receipt of the FFT Assessment, the VO-NJ Care Coordinator (CC) will conduct a review within a maximum of five (5) business days and authorize the admission to FFT as clinically appropriate.**

- **The CC will use the FFT Clinical Guidelines and the detailed clinical information in the FFT Assessment to determine clinical necessity.**
 - **Should the CC have any questions, he/she will return the FFT Assessment with questions in the notepad section of the youth's record.**
 - **The FFT provider will answer the questions in the notepad section of the youth's record and return the FFT Assessment to VO for re-review.**
- **When clinically appropriate, the CC will authorize the FFT admission and the entire episode of care by doing the following:**
- **entering the authorization/service code of "CSAFFT"**
 - **entering 576 units (each unit is 15 minutes) for 180 days (6 months)**
 - **returning the "approved" FFT Assessment to the provider**
 - **removing the youth from the OOH bulletin board (as applicable)**
 - **"closing" the youth to any current DCBHS treating providers (i.e., CMO, YCM, MRSS, OOH, etc.) by entering a "closing" date that is ten (10) business days from the date of the authorization for FFT services.**
 - **The current treating provider(s) must electronically submit a "discharge" treatment plan (e.g., ISP, YCM, ICP, JCR, UCM) to VO within 10 business days of the authorization for FFT services.**
 - **If the current treating provider(s) fails to submit the "discharge" treatment plan, the youth's record will automatically be closed to the provider (i.e., the youth will be electronically "discharged") ten (10) business days from the date of the FFT authorization.**
- **The FFT provider will notify the requestor of the admission approval.**

Discharge Process

- **Upon discharge from the FFT program, the provider will submit a discharge FFT Assessment to VO for review. The discharge FFT Assessment should contain requests for authorizations for aftercare services (if needed).**