

**DIVISION OF CHILD BEHAVIORAL HEALTH SERVICES (DCBHS)**

**MULTISYSTEMIC THERAPY (MST)**

**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 MST providers to request that a youth be considered for admission to the MST 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 MST provider. It is not necessary to make this request through VO-NJ.
  - Each MST agency will limit admissions to those youth from the county (or counties) in which the agency operates.
  - There are currently two (2) MST agencies.
    - Center for Family Services (Serving Camden County)  
Contact Person:  
Allison Smith, LCSW  
(856) 946-1990 – Ext. 126  
Cell – (609) 634-6277
    - Community Solutions, Inc. (Serving Hudson and Essex Counties)  
Contact Person:  
Marlene S. Thomas  
(860) 683-7100, Ext. 7153

**Prescreening by MST**

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

## **Review Process**

- **For those youth that the agency would like to admit, the MST provider will complete the MST Assessment in Absolute and submit it to VO-NJ for review and authorization.**
  - **The MST provider will call VO-NJ Customer Services Department to gain access to the youth's Absolute record (and access to the MST 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 MST provider completes the MST Assessment by filling in all required information and by forwarding the MST Assessment to VO for review.**
  - **The provider must include a comprehensive clinical summary justifying the need for MST services. This summary can be documented in the "text" field in the MST Assessment.**
  
- **Upon receipt of the MST Assessment, the VO-NJ Care Coordinator (CC) will conduct a review within a maximum of five (5) business days and authorize the admission to MST as clinically appropriate.**
  - **The CC will use the MST Clinical Guidelines and the detailed clinical information in the MST Assessment to determine clinical necessity.**
  - **Should the CC have any questions, he/she will return the MST Assessment with questions in the notepad section of the youth's record.**
  - **The MST provider will answer the questions in the notepad section of the youth's record and return the MST Assessment to VO for re-review.**
  
- **When clinically appropriate, the CC will authorize the MST admission and the entire episode of care by doing the following:**
  - **entering the authorization/service code of "CSAMST"**
  - **entering 576 units (each unit is 15 minutes) for 180 days (6 months)**
  - **returning the "approved" MST 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 MST 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 MST 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 authorization for MST services.**
  
- **The MST provider will notify the requestor of the admission approval.**

**Discharge Process**

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

**G:\MST PROCESS – 9/18/08**