

Bulletin: PSH Application Submission - Please Read Before Completing the Electronic Application for Submission

It has come to our attention that there is a small issue with item 4 in the Application Checklist:

This item is found at the bottom of Section 3 of the application and is highlighted in the depiction below.

Application Checklist (Please indicate if document is attached as a secure clinical attachment or is being faxed)

All required supporting documents for this application, including the Mental Health Assessment, LOCUS Assessment, and Individual Treatment Plan, must either be attached as "secure clinical" documents to this application or faxed to the Collaborative (at 866-928-7177) within one business day of this application completion. Should the required documents not be faxed to the Collaborative within one business day, the application will not be considered for processing. The provider will be required to request a new intake for application and to submit a new application.

Attached Faxed

<input type="radio"/>	<input type="radio"/>	*A copy of the Mental Health Assessment within one year from its origination date. A one page addendum is required if there have been significant clinical changes during this time frame. The document should be titled <u>Mental Health Assessment Addendum</u> .
<input type="radio"/>	<input type="radio"/>	*A copy of the LOCUS assessment completed within the last sixty (60) days. A LOCUS dated later than sixty days will not be accepted.
<input type="radio"/>	<input type="radio"/>	*A copy of the Treatment Plan completed within six (6) months of the application.
<input type="radio"/>	<input type="radio"/>	*If "at risk of nursing home placement" is selected as the priority population for this application, A Copy of the Determination Letter for the Pre-Admission Screening/Mental Health (PAS/MH) must be submitted. The PAS/MH must have been completed within 60 days of the application.
<input type="radio"/>	<input type="radio"/>	*Completed application appendix document: Household Income Chart
<input type="radio"/>	<input type="radio"/>	*Documentation of income such as a pay stub or social security letter

Currently, the PSH Electronic Application Program ALWAYS expects a copy of the PAS/MH Determination letter to be faxed or e-mailed to the Collaborative regardless of any other answers given (or not given) on the application. In effect, the program will not permit you to complete the submission of the application if you do not choose "Attached" or "Faxed" for Item 4 in the Application Checklist. If the item is left unanswered, an error will occur. This is incorrect and will be corrected as soon as possible.

Until the correction is made, if Item 4 in the Checklist does not apply to the application that is being submitted, please check it as "Faxed". This will enable you to complete your submission. The Collaborative staff has been notified not to expect an attachment in this instance.

However, please note that you will need to attach or fax a copy of the PAS/MH Determination letter, if the priority population that you select, in Section 2 Question 3 of the application, is for a person who is "at risk of placement in a Long Term Care Facility".

If you have any questions, please feel free to contact the EDI Help Desk or Lindsay Huth at DMH.