HALFWAY HOUSE FACILITY

GENERAL INFORMATION

I. BCBSM’s Halfway House Facility Program for the State of Michigan Mental Health Case Management Network

Halfway House facilities provide treatment in a semi-residential living arrangement for individuals requiring a more structured living environment than outpatient or day treatment would offer. It provides a controlled environment during those times the individual is not undergoing treatment or engaged in specific constructive activity.

Halfway Houses are not currently eligible to participate in Blue Cross Blue Shield of Michigan’s (BCBSM) Traditional network, however, BCBSM offers participation to Halfway Houses in the BCBSM State of Michigan Mental Health Case Management (SOM-MHCM) network. The SOM-MHCM network is one of two Mental Health and Substance Abuse Managed Care (MHSAMC) Networks maintained by BCBSM for mental health services. BCBSM’s MHSAMC networks are utilized by select BCBSM customer groups that have chosen a managed care program for their mental health and substance abuse benefits. For the SOM-MHCM network, all care is currently managed (preauthorized) by vendor care managers. Members are subject to substantial out-of-network copayments, deductibles, and/or reduced or no benefits when they go outside of their designated mental health network without an authorization from the care manager. For some benefit plans, out-of-network referrals are not allowed. In general, services provided in a non-network Halfway House facility are not reimbursed by BCBSM to either the facility or the member.

The selection of network providers is based upon the provider’s demonstrated commitment to appropriate, high quality, cost-effective care and their agreement to bill BCBSM for covered services and to accept the applicable MHSAMC network payment as payment in full for covered services, except for applicable copayments and deductibles. In support of these commitments, network providers are required to meet guidelines relative to quality of care, cost control, appropriate utilization, access, and other standards.

The following information applies to Halfway House facilities that wish to apply for participation in the SOM-MHCM network that is used by eligible BCBSM members (such as the Federal Employee Program, Ford Hourly National PPO Plan members, and select MESSA members). Note that not all members that use the SOM-MHCM network for mental health services have a covered benefit for Halfway House treatment. Therefore, member benefits and eligibility should always be verified with BCBSM before providing services. Pre-authorization of all services is a program requirement.

II. BCBSM’s Halfway House Facility Qualification Requirements

In order to participate with BCBSM in the SOM-MHCM network, each Halfway House facility and all approved sites must, at minimum, have to maintain the following:

- Full accreditation, for either three or four years, for each facility by one of the following:
  - Joint Commission on Accreditation of Healthcare (JC)
  - American Osteopathic Association (AOA)
  - Council on Accreditation (COA)
  - Commission on Accreditation of Rehabilitation Facilities (CARF)

- Licensure by the state of Michigan for either residential or outpatient substance abuse programs.
• A facility administrator who oversees the daily operation of the facility
• Have an absence of fraud and illegal activities
• Maintain adequate patient and financial records

Note: It is BCBSM’s policy to recredential participating providers every 2-3 years to verify continued compliance with all qualification requirements.

III. Halfway House Facility Reimbursement

Reimbursement for covered services is based upon an all-inclusive per-diem. The rate schedule is BCBSM’s standard rate schedule and is not negotiable. Participating network providers are required to bill BCBSM for covered services and to accept BCBSM's payment as payment in full for covered services, except for any applicable member copayments and/or deductibles.

IV. The BCBSM State of Michigan Mental Health Case Management Participation Agreement

The State of Michigan Mental Health Case Management participation agreement for Halfway Houses is available on the bcbsm.com Halfway House home web page. The agreement is also available as a link in the participation chapter of the provider manual on web-DENIS for those providers that already have web-DENIS access. The contract is also on file with the Michigan Office of Financial and Insurance Regulation (OFIR) and its terms and provisions are not negotiable.

The applicable participation agreement signature documents for each BCBSM network/program being requested on the application are available on the Halfway House home web page and must be completed, signed and returned with a completed facility application form.

NOTE: This is general information only and is subject to change without notice.

After we review the application and accompanying documentation, we may contact the designated representative of the facility to set up an appointment for an on-site visit. The on-site visit includes a review of a sample of medical records to evaluate the applicant’s compliance with BCBSM requirements, as outlined in this application. The facility must be ready for the on-site review at the time of submitting the application. If the facility is approved for program participation, the appropriate notification will be issued. If the facility is not approved, we will send notification in writing indicating the reason(s) for the denial.

The facility may not submit claims and is not eligible for reimbursement unless and until the application for participation is approved by BCBSM and BCBSM has issued a signed letter of approval to the facility for the networks requested. The effective date for the approved networks will be indicated in the approval letter sent to the facility. Effective dates are not retroactive to the date the application was submitted or received.

A separate BCBSM facility code is assigned to each approved and contracted location. With the implementation of the National Provider Identifier (NPI) BCBSM crosswalk the claims from the facility's NPI to the BCBSM facility code (i.e., BCBSM's internal identifier) for processing. Therefore, BCBSM recommends obtaining one NPI (in accordance with federal guidelines), for each location and provider type. Federal guidelines also allow for an NPI to be obtained for unique combinations of tax ID, location and taxonomy (specialty) codes.

Upon completion of the application and contracting process, the facility will receive a welcome package with information on how to sign up for electronic billing and access to web-DENIS, BCBSM’s web-based information system for providers. Through web-DENIS the facility will have access to provider manuals, newsletters (e.g., The Record), the Magellan Behavioral Health Medical Necessity Criteria Adapted for BCBSM, and patient data such as contract eligibility and benefits. It is the facility’s responsibility to be familiar with and to adhere to the Magellan Criteria and all BCBCM billing and...
benefit requirements. It is also the responsibility of the facility to ensure its billing department (or billing agency) is compliant with all of BCBSM's billing requirements.

Participating Halfway House facilities must bill BCBSM on a UB-04 claim form or its electronic equivalent. BCBSM no longer accepts facility paper claims (with some exceptions.) Facilities that would like more information about internet claims submission or who wish to bill electronically should contact BCBSM's Electronic Data Input (EDI) Helpline at (800) 542-0945 for electronic billing information after their BCBM facility code has been received.

Facilities that participate in the SOM-MHCM network must notify BCBSM immediately of any change in the facility’s ownership, tax identification number, NPI, address, telephone number, etc.

**Multiple Locations**

If the facility is applying for participation (or an ownership change) for more than one location, each location must meet all requirements in order to be approved. A separate application must be submitted for each primary location with a separate NPI.