

**Children's PNMI Service Grid Changes and  
Re-Registration with New Procedure Codes in APS CareConnection® for 8-1-09**

Service Grid Revision:

Due to changes in MaineCare Policy and Federal Guidelines, the procedure codes for Children's PNMI services are changing, effective August 1, 2009.  
The Service Grid has been revised effective 8/1/09.

Procedure Codes to be Eliminated:

The following procedure codes will be eliminated from MaineCare Rules, will no longer be available in APS CareConnection® and cannot be used for MaineCare authorization or claims as of 8/1/09:

RTS - Child PNMI Crisis Unit Residential  
RTS - Child PNMI Intensive Residential Treatment  
RTS - Child PNMI Residential Treatment

New Child PNMI Procedure Codes to be included in the ASO:

These procedure codes will be required for all Child PNMI authorizations and claims for children/youth beginning 8/1/09:

**H0019 HE - Mental Health Level 1**  
**H0019 U3 - Mental Health Level II**  
**H0019 U4 - Mental Retardation Level 1**  
**H0019 U5 - Mental Retardation Level II**  
**RTS U6 - Infant Mental Health**  
**RTS U7 - Crisis Residential**  
**RTS U8 - Treatment Foster Care\***

\*Separate Instructions will be issued in regards to Treatment Foster Care Changes.

Beginning on August 1, 2009, MaineCare Children's PNMI Services will begin using new service codes. Providers will need to register their clients with the appropriate new code in order to receive an authorization number for billing. To help providers stagger authorization due dates, APS has issued these instructions for registering existing clients with current end dates.

Please note - these instructions are strictly for entering existing members who are currently in service as of 7-31-09. Any new admissions as of 8-1-09 will be submitted as Prior Authorization requests by a Utilization Review Specialist at the Office of Child and Family Services.

To Register an Existing Client for the New Service Code:

Please have on hand your most recently authorized APS Case ID and the authorized end date. (If you are unsure of this information, you may search for it under the "Search Responses" option.)

Under the "Search Request" option, enter the most recently authorized APS Case ID and click "Search".

- a. Click the "COPY" link.
- b. Record the new APS Case ID number for future reference.
- c. On the tabs on the left, choose the "Administrative" tab.
  - i. Under "Authorization Type", choose Registration.
  - ii. Fill out the start date (08/01/2009)
  - iii. Under "Review Type", choose Children's Services.
  - iv. Under "Category of Service", choose the appropriate category among: Children's PNMI Services or Private Non-Medical Crisis Unit. (Please see separately issued instructions if selecting Treatment Foster Care.)
  - v. Select the appropriate "Location Address".
  - vi. Click "Save and Continue" at top of the page.
- d. You will be automatically moved to the "Requesting Agency" section. Please fill out all fields, and then choose "Save and Continue".
- e. You will be automatically moved to the "Multiaxial Assessment" section. Choose "Save and Continue" to move past this page.
- f. You will be automatically moved to the "Services Requested" section.
  - i. Choose "Add New Procedure Request".
  - ii. Choose the new service code under the "Service" drop-down.
  - iii. Choose the "Frequency".
  - iv. Choose the "Billing Provider ID" number.



- v. The “Service Length” will automatically populate, as will the “Units”. Please re-enter the units with the number of units remaining from your previously authorized request.
- vi. The last field is “Auth End Date”. Please enter your previously authorized end date.
- vii. Choose “Save”.
- viii. Please repeat steps i-vii to add BR code as appropriate.
- g. You are now finished entering all required information for this review. On the tabs on the left, please select the last option, “Submit to APS”. **You must also choose the “Submit to APS” option near the center of the page.** You will receive a pop-up that states your request was successfully processed.

Please contact APS Provider Relations at 866-521-0027, Option 1, with questions.