



# MACOMB COUNTY

## COMMUNITY MENTAL HEALTH

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| Subject:<br><b>Provider Network Management</b> | Procedure:<br><b>Placement Review Committee</b> |                    |
| Last Updated:<br><b>1/2/2025</b>               | Owner:<br><b>Network Operations</b>             | Pages:<br><b>3</b> |

### **I. PURPOSE:**

To provide procedural and operational guidance to directly operated and contract providers on submitting a request to present at the Placement Review Committee (PRC).

### **II. DEFINITIONS:**

None

### **III. PROCEDURE:**

- A. The MCCMH Placement Review Committee (PRC) is an opportunity for primary case holders to present their person served to the MCCMH Residential Provider Network at an in-person meeting for the purpose of securing a residential placement.
- B. When a person served has been determined to meet the medical necessity criteria for Specialized Residential Services (SRS), the primary case holder is able to request a PRC meeting under the following circumstances:
  1. The person served is in a hospital setting, no longer meets the medical necessity criteria for inpatient treatment, and the primary case holder has been unable to secure an accepting residential provider to facilitate discharge; or
  2. The primary case holder has exhausted all options for an appropriate placement and has been unable to secure an accepting residential provider.
- C. The primary case holder completes the PRC Request form and submits it via email to [PlacementReviewCommittee@mccmh.net](mailto:PlacementReviewCommittee@mccmh.net)
- D. Upon receipt of the request form, MCCMH PRC Committee will:
  1. Review to ensure that the PRC request is appropriate;
  2. Coordinate with the Residential Provider Network to schedule a PRC meeting;

3. When appropriate, reach out to the hospital, crisis residential, or transitional housing provider and invite them to attend the PRC meeting; and
  4. Respond to the primary case holder via email with the scheduled date and time of the PRC meeting.
- E. The primary case holder must ensure that all clinical documentation is current and updated in the FOCUS Electronic Medical Record (EMR) prior to the PRC Meeting. This includes, but is not limited to, the Biopsychosocial Assessment, the DLA-20, the Individual Plan of Service (IPOS) and the Behavior Treatment Plan.
  - F. The primary case holder is responsible for presenting the person served at the PRC.
  - G. Following the presentation, the primary case holder is responsible for coordinating with every residential provider that indicated they could potentially provide services to the person served. Every effort should be made to schedule the Pre-Placement Visit (PPV) during the PRC meeting. If this is not an option, the PPV must be scheduled within forty-eight (48) hours of the PRC meeting.
  - H. The primary case holder is responsible for communicating with all involved parties throughout the process. This includes, but is not limited to, the person served, the guardian, the hospital provider, and the residential providers.
  - I. The PPV is expected to be held within seven (7) calendar days of the PRC meeting. The residential provider is expected to provide a decision to the primary case holder within forty-eight (48) hours of the PPV.
  - J. The primary case holder must communicate the outcomes of the PPVs via email to [PlacementReviewCommittee@mccmh.net](mailto:PlacementReviewCommittee@mccmh.net)

#### **IV. REFERENCES:**

None.

#### **V. RELATED POLICIES**

MCCMH MCO Policy 2-004 “Residential Services Policy”

#### **VI. EXHIBITS:**

- A. Placement Review Committee Request Form
- B. Placement Review Committee Case Presentation Guide

**Annual Review Attestation / Revision History:**

| Revision #: | Revision/Review Date: | Revision Summary:           | Reviewer/Reviser:  |
|-------------|-----------------------|-----------------------------|--------------------|
| 1           | 11/1/2024             | Creation of Procedure       | Network Operations |
| 2           | 1/2/2025              | Implementation of Procedure | Network Operations |