

**To:** March 27, 2019  
**CYF Memo:** # 08 -18/19  
**To:** CYF Mental Health Treatment Programs  
**From:** Yael Koenig, CYF Deputy Director  
**Re:** Updated Utilization Management (UM) Request

In an effort to streamline documentation and align with the new Outcome Tools, CANS (Child and Adolescent Needs and Assessment) and PSC (Pediatric Symptom Checklist), CYF has updated the following:

- UM Request Form
- UM Request Explanation
- Process for COR level approval

As a reminder, programs should have an internal tracking mechanism to ensure UM requests are submitted in a timely fashion. Additionally, all UM Request(s) should be filed in client's hybrid medical record.

COR level requests must be sent through secure email and agencies are encouraged to establish a secure email connection with the County through Transport Layer Security (TLS).

All programs can start using the updated UM Request Form immediately and are expected to utilize no later than April 15, 2019.

Please review the attached updated forms and contact your COR if you have any questions.

**Attachment:** Utilization Management (UM) Request Form  
Utilization Management (UM) Request Explanation

**Cc:** County of San Diego Performance Improvement Team  
County of San Diego Quality Management  
Optum