

Behavioral Health Services (BHS) – Contractor Information Notice

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| To: | Therapeutic Foster Care (TFC) Providers |
| From: | Behavioral Health Services, Children, Youth and Families (CYF) |
| Date: | November 23, 2020 |
| Title | TFC Forms – Effective December 2020 |

On January 1, 2017 the Department of Health Care Services (DHCS) implemented the Therapeutic Foster Care (TFC) service model under the Katie A. settlement agreement. TFC is intended for children and youth who require intensive and frequent mental health support in a family environment. The TFC service model allows for the provision of short-term, intensive, highly coordinated, trauma-informed, and individualized Specialty Mental Health Services (SMHS) (plan development, rehabilitation, and collateral) for children and youth up to age 21 who have complex emotional and behavioral needs and who are placed with trained, intensely supervised, and supported TFC parents.

In accordance with Medi-Cal Manual, 3rd Edition, the following local forms have been established and made available on the Optum Website to facilitate the delivery and documentation of TFC services. This information notice serves as a summary of the forms developed for the provision of TFC services, which include:

- **TFC Prior Authorization Request** – The form is utilized to request authorization prior to the provision of TFC services, in accordance with DHCS Information Notice 19-026 which outlines specific mental health services requiring prior authorization.
- **TFC Prior Authorization Request Explanation** – Provides instructions on how to complete the TFC Prior Authorization Request form.
- **Annual TFC Parent Agreement and Certification** – The form outlines the roles and responsibilities of the TFC parent and includes the TFC certification period. The form must be reviewed and signed by the TFC Parent, TFC Clinical Lead, and the Foster Family Agency (FFA) Representative prior to providing TFC services and must be renewed annually.
- **TFC Daily Progress Note** – The form is completed by the TFC Parent in CCBH electronic health record within the appropriate timelines. The TFC Clinical Lead must review the TFC Daily Progress Note to ensure each note meets Medi-Cal Specialty Mental Health Service (SMHS) standards and contractual requirements before signing and finalizing the progress note. If corrections are needed, all corrections are to be completed by the TFC Parent within the appropriate timelines of receiving feedback.
- **TFC Daily Progress Note Explanation** - Provides instructions on how to complete the TFC Daily Progress Note.
- **TFC Clinical Documentation Tip Sheet** – The Tip Sheet was developed to assist the TFC clinical team with understanding billing codes and documentation standards for TFC service model.
- **TFC Parent Documentation Tip Sheet** – The Tip Sheet was developed to assist TFC Parents with understanding Medi-Cal SMHS documentation standards.
- **Annual TFC Parent Evaluation - TFC Agency Version** – The evaluation is completed by the TFC Clinical Lead, at minimum within 12 months. The evaluation review period must align with the TFC parent’s certification dates and must not exceed the one-year timeframe. The evaluation must be strengths-based, and solution focused and must include input from the Child and Family Team (CFT).
- **Annual TFC Parent Evaluation - TFC Agency Version Explanation** - Provides instructions for the TFC agency on how to complete the evaluation.
- **Annual TFC Parent Self-Evaluation** – The evaluation is completed by the TFC parent as part of the annual TFC parent evaluation. The evaluation review period must align with the TFC parent’s certification dates and must not exceed the one-year timeframe.

For More Information:

- Contact your Contracting Officer’s Representative (COR) or
- Trang Hoang, Behavioral Health Program Coordinator, Trang.Hoang@sdcounty.ca.gov, 619-339-5069

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- **Annual TFC Parent Self-Evaluation Explanation** – Provides instructions for the TFC parent on how to complete the evaluation.

Additionally, the TFC service provider shall create and maintain forms for internal use. Copies of any internal TFC forms shall be forwarded to the County COR upon creation or revisions. Internal forms include:

- **TFC Parent Daily Report**
- **TFC Referral**
- **TFC Remittance Agreement**
- **TFC Parent Training Policy & Procedure**

Attachments:

- TFC Prior Authorization Request – released December 1, 2020
- TFC Prior Authorization Request Explanation – released December 1, 2020
- Annual TFC Parent Agreement and Certification – released December 1, 2020
- TFC Daily Progress Note – released December 1, 2020
- TFC Daily Progress Note Explanation Form – released December 1, 2020
- TFC Clinical Documentation Tip Sheet – released December 1, 2020
- TFC Parent Documentation Tip Sheet – released December 1, 2020
- Annual TFC Parent Evaluation – TFC Agency Version – released December 1, 2020
- Annual TFC Parent Evaluation – TFC Agency Version Explanation – released December 1, 2020
- Annual TFC Parent Self-Evaluation – released December 1, 2020
- Annual TFC Parent Self-Evaluation Explanation – released December 1, 2020

References:

- DHCS MHSUDS Information Notice No.: 19-026 Dated May 31, 2019: [Authorization of Specialty Mental Health Services](#)
- All County Information Notice (ACIN) No.: I-21-18 Dated May 18, 2018: [The California Children, Youth and Families Integrated Core Practice Model and the California Integrated Training Guide](#) and [Attachment 1 – The California Integrated Core Practice Model for Children, Youth, and Families](#) and [Attachment 2 – Integrated Training Guide](#)
- [DHCS Medi-Cal Manual](#), 3rd Edition Dated January 2018
- All County Information Notice (ACIN) No.: I-91-17 Dated December 21, 2017: [Therapeutic Foster Care \(TFC\) Training Resource Toolkit](#) and [Attachment – TFC Training Resource Toolkit](#)
- All County Information Notice (ACIN) No.: I-05-17 Dated February 21, 2017: [Therapeutic Foster Care \(TFC\) Service Model and Parent Qualifications](#) and [Attachment 1 – Service Delivery Through the Therapeutic Foster Care Service Model](#) and [Attachment 2 – Therapeutic Foster Care \(TFC\) Service Model Parent Qualifications](#)
- All County Information Notice (ACIN) No.: I-52-16E Dated August 16, 2016: [Therapeutic Foster Care \(TFC\) Service Model and Continuum of Care Reform \(CCR\)](#) and [Draft TFC Service Model](#) and [Draft TFC Service Model Parent Qualifications](#).

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