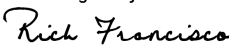




Policy Title: Managing COFR Persons	Procedure #: 06-024	<u>Review Dates</u>	
Category: Clinical Subject: Managing COFR Persons	Prepared by: Name: Carrie Crummett Title: Clinical Services Manager Approved by: DocuSigned by:  AA7FDD48ABBD4A3 Rich Francisco, Executive Director	08/26/2025	
	Effective Date: 11/15/2002	Last Revised Date: 10/1/2024	

I. PURPOSE

To establish a system for authorizing and seeking authorization for services for eligible members who move to a dependent placement outside of Muskegon County, are placed in Muskegon County by another CMH/PIHP or are assessed to need services and such services are not the financial responsibility of Muskegon County/HealthWest.

II. APPLICATION

All Clinical, Claims, and Network staff of HealthWest.

III. DEFINITIONS

- A. County of Financial Responsibility (COFR CMHSP): The CMHSP program that is financially responsible for services provided to the individual is based on legal residence, or if the individual is in a dependent living situation, and the county where the individual last lived independently.
- B. Serving CMHSP: The CMHSP program that provides a service to an individual who is the financial responsibility of another CMHSP program.
- C. Certified Community Behavioral Health Clinic (CCBHC): CCBHC designated agencies are designed to ensure access to comprehensive behavioral health care. CCBHC's are required to provide care to anyone who requests mental health or substance use services, regardless of ability to pay, county of residence, or age.

IV. PROCEDURE

- A. HealthWest can receive requests for service from a referral source or an individual initiated through phone contact or by presenting to the mental health center during open office hours. For emergent issues, services may also be requested while at an emergency department.
- B. Clinical staff will assess what services are medically necessary to meet the needs of the individual HealthWest will proceed with service provision, following MDHHS and LRE timeliness standards.

- C. A member of the Access or Utilization Management team will determine financial liability based on the above definitions. If there are services that are the financial responsibility of another CMH, a HealthWest staff person representing Access (for inpatient psychiatric stays) or UM will reach out to the COFR to negotiate financial responsibility.
- D. Both Servicing CMHSP and COFR CMHSP agree to adhere to COFR Technical Requirements (Attachment C1.3.1) for establishing COFR. Both also agree to maintain complete and accurate medical records and make medical records available to each other for the purposes of authorizing services, care coordination, meeting contractual obligations, establishing medical necessity, conducting audits, and investigating grievances or complaints.
- E. HealthWest, as a CCBHC, will provide services as requested, if determined to be medically necessary and are CCBHC eligible codes. Any services that are not eligible CCBHC Demonstration codes will be requested to be funded by COFR. Likewise, if a HealthWest COFR consumer seeks services in a CCBHC or non-CCBHC county, HealthWest will work with that CMHSP on remuneration for services.
- F. CCBHC Demonstration counties are prohibited from entering into COFR agreements for CCBHC covered services if both are CCBHC's. See CCBHC Demonstration Handbook: 2.C.8. County of Financial Responsibility (COFR) County of financial responsibility (COFR) agreements between clinics, who are both CCBHCs, should not occur for CCBHC eligible services regardless of the individual's county of residence.
- G. Servicing CMHSP's should make timely requests to COFR CMHSP's for funding. Delays may result in denial of authorization and/or payment of claims.
- H. Servicing CMHSP's may also request that a COFR CMHSP contract directly with a servicing provider in the Servicing CMHSP county (such as AFC homes) if they are responsible for charges. If this is not feasible, the Servicing CMH may charge an administrative fee.

Authors Initials CC/hb