



**Starting June 1, 2019, Behavioral Health Residential Facilities (BHRF) will require Prior Authorization.
*Excluding BHRF for Substance Use Disorders Only, and respite.**

For members in placement prior to June 1st, SHCA will schedule a review date with each BHRF facility to conduct concurrent reviews.

Process for Submitting Behavioral Health Residential Facility (BHRF) Requests

Prior Authorization Initial review: SHCA must authorize the request before placement.

Who submits PA request? For members residing in Northern Arizona, the members assigned Behavioral Health Home. GMHSA members in Maricopa and Pinal County the initial prior authorization can be submitted by the member's outpatient providers, hospital, and other stakeholders.

What information? Steward Health Choice of AZ Behavioral Health Residential Facility Prior Authorization and Continued Stay Form with supporting documentation as outlined on the request form. BHRF request can be submitted to HCH.HCICauthorization@steward.org or fax 480-760-4732.

How long will it take to make Prior Authorization decisions?

- Standard Request - 14 calendar days*
- Expedited (Urgent) Request – 72 hours* the provider must sign the request to certify the request is urgent and medically necessary to treat an injury, illness or condition (not life-threatening) within 72 hours to avoid complications and unnecessary suffering or severe pain.

Duration of Authorizations?

The initial and concurrent authorizations are up to 60 days.

Concurrent Reviews:

Who is responsible for submitting concurrent reviews? BHRF providers are responsible for submitting concurrent reviews seven days before the last authorized day.

What information? Steward Health Choice of AZ PM Behavioral Health Residential Facility Prior Authorization and Continued Stay Form with supporting documentation as outlined on the request form. Email the applicable form(s) listed above to HCH.HCICauthorization@steward.org or fax to 480-760-4732.

Behavioral Health Residential Facilities are required to schedule monthly ART/CFT to review the member's progress and to determine if additional treatment is required. The ART/CFT is to include the members Behavioral Health Home and/or outpatient CM provider.

Medical necessity criteria, request forms and information is located on SHCA web site.

- **Copies of Forms**--Attached is a copy of our **SHCA BH PA and Continued Stay Review Form** for Psychiatric Inpatient and Subacute Facilities. You may also request an electronic copy from Sophia Dailey at Sophia.Dailey@Steward.org

New Request Forms are located on www.stewardhealthchoiceaz.com select Providers/Forms

If you have any questions please contact me at Robert Fleet (928)-699-1580 or Robert.Fleet@Steward.org