

# Great Rivers Behavioral Health Administrative Services Organization

Policy Title: <b>Episode of Care Definitions</b>	Policy No. <b>3005.00</b>
Category: Information System	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference: Great Rivers Contract; HCA Contracts, HIPAA, CFR	

**Policy:**

Great Rivers Behavioral Health Administrative Services Organization (Great Rivers) contracted provider agencies shall establish episodes of care for each Great Rivers client in the information system according to the standards defined in this policy.

**Procedure:**

Providers will ensure that clients have access to services in accordance with the following definitions and standards.

**Definitions:**

**Episode**

- An episode begins when the client or other individual who has legal authority to authorize care first contacts the agency requesting services and an appointment is made.
- Episodes may have multiple consecutive authorizations.
- If no services are received by a client for ninety (90) days, the episode and any open authorizations shall be closed, unless provider documents the medical necessity to continue episode of care.
- If the client has successfully completed treatment, close the existing episode of care.

**Intake**

- An intake has to be initiated to determine medical necessity. Once Medical necessity has been established, an authorization can be requested.
- There is only one (1) intake per episode - this is critical for quality and performance standards at the Great Rivers and State level. It is recognized that it may take multiple sessions to gather all the required information needed to complete an intake.
- Any new episode of care requires an intake. This includes either a new intake or acceptance of a previously completed intake that was conducted within twelve (12) months of this request for services.

POLICY SIGNATURE

DocuSigned by:  
*Edna J. Fund*  
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Edna J. Fund, Chair  
Great Rivers Governing Board

4/14/2020

Date