




Section: <b>Clinical Practices</b>	Policy Name: <b>Pre-Admission Screening</b>	Policy Number: <b>12.07</b>
Owner: <b>Director of UM</b>	Reviewed By: <b>Elizabeth Guisinger, LPC, CAADC</b>	Total Pages: <b>5</b>
Required By: <input checked="" type="checkbox"/> <b>BBA</b> <input checked="" type="checkbox"/> <b>MDHHS</b> <input type="checkbox"/> <b>NCQA</b> <input checked="" type="checkbox"/> <b>Other (please specify):</b> <b>See References</b>	Final Approval By:  <small>Beth Guisinger Jul 18, 2025 15:58 EDT</small>	Date Approved: <b>07/18/2025</b>
Application: <input checked="" type="checkbox"/> <b>SWMBH Staff/Ops</b> <input checked="" type="checkbox"/> <b>Participant CMHSPs</b> <input type="checkbox"/> <b>SUD Providers</b> <input checked="" type="checkbox"/> <b>MH/IDD Providers</b> <input type="checkbox"/> <b>Other (please specify):</b> _____	Line of Business: <input checked="" type="checkbox"/> <b>Medicaid</b> <input type="checkbox"/> <b>Other (please specify):</b> <input checked="" type="checkbox"/> <b>Healthy Michigan</b> _____ <input type="checkbox"/> <b>SUD Block Grant</b> <input type="checkbox"/> <b>SUD Medicaid</b>	Effective Date: <b>6/19/2014</b>

**Policy:** It is the policy of Southwest Michigan Behavioral Health (SWMBH) that a pre-admission screening will be conducted to determine medical necessity for admission 24 hours per day, 7 days a week, prior to and as a condition for any customer's admission to an inpatient, partial hospitalization or crisis residential placement. The screening may be provided on-site, face-to-face, or over the telephone.

**Purpose:** To establish the standards that define, guide and detail how SWMBH and its provider network system comply with the federal laws and Michigan Department of Health and Human Services (MDHHS) Contract requirements pertaining to the practice of pre-admission screening.

**Scope:** This policy is applicable to Community Mental Health Service Providers (CMHSP) Pre-screener who manage initial authorizations of inpatient, partial hospitalization, and crisis residential placement based on medical necessity for individuals under the funding sources of Medicaid and Healthy Michigan Plan.

**Responsibilities:** CMHSP Pre-Screeners are responsible for providing pre-admission screening to determine medical necessity and initial authorization to an inpatient, partial hospitalization, or crisis residential placement.

**Definitions:**

**Pre-Admission Screen(ing) (PAS):** A screen completed by the PIHP's delegated entity to make the service authorization decision for acute care services; including inpatient psychiatric hospitalization, crisis residential, partial hospitalization, and/or intensive crisis stabilization.



**Pre-Screener:** CMHSP staff who complete Pre-Admission Screens for emergent acute care service requests. Medicaid beneficiary admission decisions are based on medical need and must meet the MDHHS Criteria, as outlined in Section 8 of the Behavioral Health and Intellectual and Developmental Disability Supports and Services of the Michigan Department of Health and Human Services Medicaid Provider Manual.

### **Standards and Guidelines:**

- A. Pre-screeners from a partner CMHSP may authorize up to three calendar days for a psychiatric inpatient or crisis residential/partial hospitalization admission. If the expected day of review should fall on a weekend or holiday, the review will occur on the next business day and any days not covered with the initial authorization will be reviewed retrospectively at the first Continued Stay Review. Days authorized must be clearly documented on the pre-screen form.
- B. When the pre-screening does not indicate medical necessity for admission, the pre-screener will arrange services and/or supports as appropriate to the customer and the customer's condition. Provision of notice regarding rights to a second opinion must take place for all denials. The pre-screening activity must meet all relevant MDHHS and federal requirements and guidelines.
- C. Affiliate CMHSPs are responsible for conducting pre-screenings for eligible SWMBH customers who are currently located in their service areas, for authorizing payment for the admission according to policy, and arranging the admission and/or other appropriate supports and services following the pre-screening.
- D. In situations where there is identified active substance use, it may be difficult to determine the needs of an individual presenting with psychiatric symptoms and whether they are related to a mental illness or a substance-induced disorder. To make the best-informed level of care placement decision, the beneficiary may require acute withdrawal management services before an accurate assessment can be made. In these situations, it is imperative the hospitals and pre-screener confer to determine the most appropriate location for this to take place – within an acute medical setting or psychiatric unit.
- E. Per SWMBH COFR policy and the Michigan Mental Health Code, Chapter 3, 330.1306, an individual will not be denied a pre-screen based upon the inability to establish county of financial responsibility.
- F. Aligned with best clinical practice, if the individual has not been placed into a psychiatric hospital or crisis residential bed within 24 hours of the completed pre-screen, another pre-screen must be completed within 24 hours of hospitalization placement; or within 24 hours if there has been a dramatic change in the presentation of the individual's behavioral symptoms (or lack thereof).
- G. Pre-Admission Screeners shall follow the following procedures:
  - 1. Pre-screenings for admission will be conducted by licensed, appropriately credentialed individuals, who have been determined by the CMHSP to possess the appropriate experience, credentials, and clinical competence. The Pre-screening unit must be supervised by a registered professional nurse or other licensed mental health professional possessing at least a master's degree (Michigan Mental Health Code, Section 409).
  - 2. All individuals conducting pre-screenings will utilize the standard Prepaid Inpatient Health Plan (PIHP) Pre-Screening Form, including the MCG Medical Necessity Criteria to clinically support the authorization decision made at time of pre-screen completion.

3. All pre-screenings resulting in admission will be completed and entered into the electronic health record (EHR) no later than 10 a.m. the next business day. For those being centrally managed by SWMBH, the PAS will be uploaded to the SWMBH Share Portal no later than 10 a.m. the following business day.
4. All pre-screenings resulting in diversions should be uploaded to the SWMBH Share Portal within 3 business days, if centrally managed by SWMBH.
5. SWMBH Utilization Management (UM) Staff will be available during business hours to receive calls from CMHSP staff. SWMBH will receive uploaded pre-screening forms at all times.
6. Medical necessity for admission (or lack thereof) will be fully documented on the completed pre-screening form. All fields in the pre-screening form must be completed. Rationale must include valid DSM-5-TR diagnosis, Intensity of Service, Severity of Illness, and MCG criteria.
7. All Pre-screeners and SWMBH UM will follow the Inpatient Psychiatric Hospital Admission Standards as outlined in the Medicaid Provider Manual, Behavioral Health and Intellectual/Developmental Disability Supports and Services chapter.
  - a. Inpatient pre-screening services must be available 24 hours a day, 7 days a week.
  - b. Disposition must be completed within 3 hours.
  - c. Severity of illness and intensity of service criteria are appropriately evaluated and documented in approval or denial decisions.
  - d. When a substance abuse issue is identified, coordination with substance abuse providers will occur. The following information will be provided to the customer and clearly documented on the Pre-screening form (if applicable) or in the management information system:
    - i. Name, phone number, and address of a referral source
    - ii. If possible, an appointment date, time, agency name, and name of the individual they will be seeing.
  - e. Pre-screeners will obtain necessary Releases of Information
    - i. Pre-screeners, CMHSP staff and/or the PIHP will communicate with the Primary Care Physician (PCP) or health plan for admissions as well as diversions and will have valid Releases of Information.
    - ii. The name, agency, and phone number of the PCP will be clearly documented on the pre-screen form.
    - iii. When a customer does not have a PCP, documentation indicating so must be clearly noted on the pre-screen.
    - iv. In the instance that there is no PCP identified, or there is no valid contact information for the identified PCP, admissions and diversions will be communicated to the customer's Medicaid Health Plan by the CMHSP, if applicable.
    - v. All attempts will be made to ensure appropriate coordination of behavioral, physical and substance abuse care occurs to benefit of customer.
  - f. The PIHP/CMHSP is responsible for providing, or referring and linking, to alternative services and clearly documenting such referrals on the pre-screen form when individuals have been assessed as not meeting criteria for inpatient psychiatric hospitalization.



- g. When requested inpatient services are denied, the customer must be given a written notice of their right to a second opinion. The Adverse Benefit Determination (ABD) and second opinion rights should be provided to the customer whether they agree with the inpatient psychiatric diversion, or not. The distribution of the second opinion rights information and any customer requests for a second opinion will be clearly documented on the pre-screen form. If a denial is conducted over the telephone, documentation must indicate the denied customer was mailed a copy of his/her notice of right to a second opinion. Outcome of second opinion will be tracked via local CMH/SWMBH procedures depending on who has completed the screening.
- h. The PIHP, in conjunction with pre-screeners and/or hospital liaisons, will communicate with treating and/or referring providers. When a referring provider is outside of the PIHP system, a release of information will be obtained to allow the PIHP to communicate with the provider.
- i. When courtesy pre-screening is conducted by an agency other than one of the SWMBH Partner CMHSPs on behalf of that CMHSP, the SWMBH Partner CMHSP is responsible for coordinating with the other agency/CMHSP/PIHP to ensure that the pre-screening information is entered into the EHR and/or sent to SWMBH Utilization Management within the expected time frame.

**References:**

- A. 42 CFR § 438.210
- B. MDHHS - PIHP Contract
- C. Michigan Medicaid Provider Manual, Behavioral Health and Intellectual/Developmental Disability Supports and Services Chapter
- D. Michigan Mental Health Code, Chapter 3

**Attachments:** None

## Revision History

Revision #	Revision Date	Revision Location	Revision Summary	Revisor
Initial	6/7/2019	Standards & Guidelines, section F.3. & 4.	Defined timelines for uploading pre-screens, admissions vs. diversions	E. Guisinger
1	6/15/2020	NA	Annual Review	E. Guisinger
2	9/30/2020	Standards & Guidelines, section F inserted	Clarification regarding that pre-screens are clinically valid for 24 hours or sooner if there has been a significant change in presentation of behavioral health symptomology	E. Guisinger
3	8/3/2021	Standards & Guidelines, section G.2-G.7	Add MCG requirements. Clarification that PCP/Health Plan notification should fall to CMHSP.	L. Mitchell
4	1/4/2022	Updated effective date	When policy was moved over to new template, the incorrect effective date was used.	E. Guisinger
5	9/26/22	Section location in header	Updated to "Clinical Practices"	A. Lacey
6	7/6/2023	Section G.7.g.	Language added to ensure ABDs & 2 <sup>nd</sup> Opinions are provided to all IP denials, including diversions.	E. Guisinger
7	5/22/2025	Definitions, Standards & Guidelines Sections A, B, C, D, G.2 & G.6	Added definitions and clarifications to reference language	E. Guisinger






# 12.07 Pre-Admission Screening FINAL v.07.15.2025

Final Audit Report

2025-07-18

Created:	2025-07-18
By:	Paige Pfaff (paige.pfaff@swmbh.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9Dbqx53808VvKcHa-6DURSZmdNptcDf7

## "12.07 Pre-Admission Screening FINAL v.07.15.2025" History

-  Document created by Paige Pfaff (paige.pfaff@swmbh.org)  
2025-07-18 - 7:33:16 PM GMT- IP address: 75.133.225.2
-  Document emailed to Beth Guisinger (beth.guisinger@swmbh.org) for signature  
2025-07-18 - 7:34:47 PM GMT
-  Email viewed by Beth Guisinger (beth.guisinger@swmbh.org)  
2025-07-18 - 7:58:49 PM GMT- IP address: 104.47.56.126
-  Document e-signed by Beth Guisinger (beth.guisinger@swmbh.org)  
Signature Date: 2025-07-18 - 7:58:57 PM GMT - Time Source: server- IP address: 68.34.33.215
-  Agreement completed.  
2025-07-18 - 7:58:57 PM GMT