



*State of New Jersey*  
*Department of Human Services*  
*Partnership for Children:*  
*Children's System of Care Initiative*

Volume 3 Number 4

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**TO:** Physicians, Mental Health Clinics, Psychologists, Federally Qualified Health Centers (FQHC), Hospitals, JCAHO-Accredited Residential Treatment Centers, Partial Care/Partial Hospitalization Providers, Certified Nurse Practitioners/Clinical Nurse Specialists, Psychiatric Community Residences for Youth, Residential Child Care Facilities, Children's Group Homes – **For Action**  
Care Management Organizations and Health Maintenance Organizations – **For Information Only**

**SUBJECT:** **Reimbursement for Unpaid Claims for Mental/Behavioral Health Services for Non-Medicaid/NJ FamilyCare-Eligible Individuals Enrolled in the Partnership for Children (PFC)**

**EFFECTIVE:** **Immediately**

**PURPOSE:** This Newsletter informs providers of the procedures to follow to receive reimbursement for previously denied claims and claims not filed timely for mental/behavioral health services rendered to non-Medicaid/NJ FamilyCare eligible children, youth or young adults enrolled in the Partnership for Children (PFC) who have transitioned from Care Management Organization (CMO) services to other care coordination/case management entities. Non-Medicaid/NJ FamilyCare-eligible children, youth and young adults enrolled in the PFC always have "3560" as the first four digits of their PFC identification number.

**BACKGROUND:** The PFC is dedicated to ensuring that the child, youth or young adult and his or her family/caregiver receive the necessary services in the least restrictive setting possible. An important part of the continuum of care provided by the PFC is ensuring that appropriate service plans are developed for each individual and that the beneficiaries are receiving appropriate services. Effective April 1, 2002, ValueOptions, the Contracted Systems Administrator (CSA), for the PFC began issuing prior authorization (PA) numbers for Medicaid/NJ FamilyCare-reimbursable services included in the service plans developed by the Child/Family Team for each Medicaid/NJ FamilyCare-eligible child receiving CMO services. See CSOCI Newsletter Vol. 2, No. 6, dated September 2002 for more details.

As the children, youth and young adults who only have "3560" numbers have transitioned from the CMO to other community-based services coordinated by other care coordination/care management entities, they have continued their PFC eligibility. Providers have been advised that if the services are part of a plan of care approved by ValueOptions they will receive reimbursement. While ValueOptions has been authorizing the services contained in the child's plan of care, we had not asked them to issue providers prior authorization numbers. Inadvertently many of the claims have been denied for payment due to this number not being issued and entered on the claim.

**ACTION:** In order to reimburse these claims, effective **IMMEDIATELY**, all original hard copy claims for services rendered to a child, youth or young adult with a "3560" number only, which were previously submitted to Unisys and denied due to lack of a prior authorization number, must be sent directly to the Division for special processing. **These claims must include a signed statement from an authorized representative of the provider agency that the original claims were filed timely (within one year from the date of service) with Unisys.** Providers must submit the claims by December 31, 2003 to:

Constance Thomas, Administrator  
Division of Medical Assistance and Health Services  
PO Box 712, Mail Code 31  
Trenton, NJ 08625-0712

Claims which were never filed timely and which the provider is now submitting for payment must also be sent *original hard copy claims only*, by December 31, 2003 to Ms. Thomas at the above address. **These claims must include a signed statement from an authorized representative of the provider agency explaining why the original claim was not filed timely.**

To ensure that proper reimbursement is received:

- **ALWAYS** Check the Medicaid/NJ FamilyCare and/or PFC Identification Card presented by the beneficiary each time services are rendered. If a child is enrolled in the PFC, but is not a Medicaid/NJ FamilyCare beneficiary, the identification number will begin with "3560."
- **ALWAYS** contact the CSA If the beneficiary presents a PFC Card with the "3560" number in order to secure authorization **before** rendering services.

If you have any questions, please contact the Office of Utilization Management at 609-588-2721.

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(BLUE TAB MARKED "5")**