



INITIAL SUBMISSION TO SOLARI

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| Policy Category | ECS SED/SMI Eligibility Determination | Policy Number | 1.01 |
| Date Issued | 3/8/2016 | Supersedes | NA |
| Date Revised | 8/15/2023 | | |

INTRODUCTION

It is the policy of Solari to conduct a thorough Serious Emotional Disturbance (SED)/ Serious Mental Illness (SMI) eligibility determination in a timely and efficient manner.

PROCEDURES

1. PACKET ACCEPTANCE

1.1. Solari will accept SED/SMI Assessment Packets to make an eligibility determination for the following:

- 1.1.1. Persons over 18 years of age who have not previously been determined SMI.
- 1.1.2. Persons over the age of 17 years and 6 months.
- 1.1.3. Persons currently enrolled as SMI for purposes of Removal of Designation.
- 1.1.4. Persons under 18 years of age who have not previously been determined SED.
- 1.1.5. Persons currently enrolled as SED for purposes of Removal of Designation.

2. DETERMINATION FREQUENCY

2.1. Solari will not accept a new packet received to make a determination for SED/SMI eligibility more frequently than six (6) months from the date of the last eligibility decision with the exception of:

- 2.1.1. Persons under court-ordered evaluation,
- 2.1.2. applicants who are inpatient and in crisis,
- 2.1.3. Clinically significant criteria evidenced and authorized by the Manager of Clinical Operations,
- 2.1.4. Appeals received well past the 60-day deadline but before the six (6) month date deemed clinically appropriate by the Manager of Clinical Operations and approved by the Manager of Eligibility.



3. ASSESSOR ACCEPTANCE

3.1. Solari will accept SED/SMI Assessment Packets from any Assessor who has been properly certified by a Regional Behavioral Health Authority (“RBHA”) or AHCCCS Complete Care (ACC) Health plan in the state of Arizona, regardless of whether the member belongs to an AHCCCS plan or commercial/private insurer. These Assessors include but are not limited to the following providers:

- 3.1.1. Crisis Preparation and Recovery (CPR)
- 3.1.2. General Mental Health/Substance Use (GMH/SU) providers
- 3.1.3. The Arizona Department of Corrections
- 3.1.4. The Arizona Department of Juvenile Corrections
- 3.1.5. SMI Clinics (Removal of Designation for the purpose of determining continued SED/SMI eligibility)

4. RECEIVING SED/SMI ASSEMENT PACKETS

4.1. Solari will receive SED/ SMI Assessment Packets via the Solari web portal at <https://community.solari-inc.org/eligibility-and-care-services/provider-submission-portal/>, by fax at 844-611-4752, or via hand delivery.

5. NOTICE OF ACKNOWLEDGEMENT

5.1. Within one (1) working day of receipt of the assessment packet, a Notice of Acknowledgement of SED/SMI Assessment Packet Received will be sent to the applicant and/or a guardian or other designated representative. The Notice will provide the deadline by which a SED/SMI determination will be reached and additional information regarding the SED/SMI eligibility process.

6. SENDING INFORMATION TO AHCCCS

6.1. Within one (1) working day of receipt of the SED/SMI Assessment Packet, the Eligibility Determination Coordinator will transmit the following information to AHCCCS via the AHCCCS Behavioral Health State Portal:

- 6.1.1. The Solari Electronic Health Record Identification Number
- 6.1.2. AHCCCS ID if applicable
- 6.1.3. Applicant/Member First Name
- 6.1.4. Applicant/Member Last Name
- 6.1.5. Applicant/Member Date of Birth
- 6.1.6. Referral Date



- 6.1.7. Referral Source
- 6.1.8. Three (3) or Twenty (20) or Sixty (60) day Deadline
- 6.1.9. Determination Due Date

Approval

Date

A handwritten signature in blue ink that reads "Justin N. Chase".

Justin N. Chase, LMSW, MBA, FACHE | President and CEO

8/21/23