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Referral Submission

Point of Contact (POC) submits completed Preliminary Recommendation Assessment, Full Assessment, 90-Day Review or Reconsideration Referral Form and Authorization to the QEN Program for processing

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Referral Review

QEN Program reviews the referral to ensure all necessary information is provided. If incomplete, the QEN Program will notify the POC

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Assigning a Qualified Evaluator (QE)

QEN Program assigns a QE (based on location and availability) and schedules as follows:

- Preliminary Recommendation Assessment
Within 1 business day
- Full Assessment
Within 5 business days
- 90-Day Review
Within 14 business days

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Notification

QEN Program notifies POC via Notice of Child Interview

POC Provides

Appointment information to all interested parties	Records to QE
	Preliminary Comprehensive Placement Assessment + Supporting Documentation Full, 90-Day Review & Reconsideration Current documentation not available in facility records.

Magellan of Florida Quality Improvement Committee Approval 9/13/2024

PROPRIETARY

Magellan Health policies apply to all subsidiaries where applicable to the subsidiaries' business. This specific Procedure only applies to Magellan of Florida – Qualified Evaluator Network

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QE Conducts Assessment or Review

QE conducts Preliminary Recommendation Assessment, Full Assessment, 90-Day Review or Reconsideration at determined location (QE's office, on-site at facility, secured video conferencing, etc.)

Preliminary Recommendation Assessments includes:

- A face-to-face attempt with the child,
- Review of the Comprehensive Placement Assessment
- The reasons that support the preliminary recommendation for placement

All other Assessments/Reviews includes:

- Short term and long term mental and behavioral health goals
- Child and Adolescent Needs and Strengths (CANS) assessment (if recommendation is rendered)
- A review of prior treatment records
- Interview with collateral contacts
- The recommendation of the child's treating clinical professional
- An interview with the child (face to face or telehealth)

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QE Completes Assessment or Review

QE completes the report and submits to the QEN Program within the following timeframes:

- Preliminary Recommendation Assessment
Within 1 business day of evaluation
- All other Assessments/Reviews
Within 3 business days of evaluation

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Quality Review

Manager, Service Operations QEN or designee reviews the QE's report for FL Administrative Rules and DCF compliance

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Submission to POC

QEN Program submits report to the POC within the following timeframes:

- Preliminary Recommendation Assessment
Within 1 business day of receipt from QE
- All other Assessments/Reviews
Within 3 business days of receipt from QE

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POC Distributes Report

POC distributes the report to all interested parties