



**MassHealth**  
**Adult Foster Care Bulletin 16**  
**April 2019**

**TO:** Adult Foster Care Providers Participating in MassHealth  
**FROM:** Daniel Tsai, Assistant Secretary for MassHealth  
**RE:** **Prior Authorization for Adult Foster Care Providers**

## **Background**

MassHealth amended the Adult Foster Care (AFC) program regulation at 130 CMR 408.000 effective May 5, 2017, to revise and clarify certain AFC program requirements. This bulletin provides guidance about the Prior Authorization (PA) process provided at 130 CMR 408.417.

## **Prior Authorization Requirement as Condition of Payment**

130 CMR 408.417 provides that, as a prerequisite for payment for AFC, the AFC provider must obtain PA from MassHealth or its designee before the first date of service delivery, and at various intervals thereafter. PA determines the medical necessity for AFC as described under 130 CMR 408.000 and in accordance with 130 CMR 450.204: Medical Necessity.

As explained in AFC Bulletin 13, MassHealth has been working to implement an approach for the PA process and transfer existing approval and referral responsibilities from Coastline to Optum. That process is now finalized. MassHealth has delivered numerous communications and trainings regarding PA implementation and deadlines to AFC providers and has also provided training materials.

The purpose of this bulletin is to memorialize those communications and the deadline by which providers must submit PA requests for new and existing members.

Beginning **April 16, 2019**, as a prerequisite for payment of AFC, each MassHealth AFC provider must submit a PA request for each member who seeks admission to the MassHealth AFC program through that provider. In addition, and also as a condition for payment of AFC, each such provider must submit PA requests for their existing AFC members according to a schedule available in the AFC PA Provider Portal Training Guide.

Providers must submit all requests for PA—whether for new or existing members—through the MassHealth LTSS Provider Portal at [www.masshealthltss.com](http://www.masshealthltss.com).

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## **Prior Authorization Requirement as Condition of Payment (cont.)**

For detailed information about the PA process and important timelines, AFC providers must carefully review:

1. Guidelines for Medical Necessity Determination for Adult Foster Care; and
2. AFC PA Provider Portal Training Guide

All materials, including all required PA forms and documentation, can be accessed through the LTSS Provider Portal at [www.masshealthltss.com/s/article/AFC-Provider-Resources](http://www.masshealthltss.com/s/article/AFC-Provider-Resources).

As of May 1, 2019, AGD will no longer be used for AFC Initial Determinations. All determinations will be completed by the MassHealth LTSS Third Party Administrator (TPA). Coastline will only review AFC Initial Determinations that were submitted to AGD (SAMS) on or before April 30, 2019. After April 30, 2019, AFC providers will be able to access AGD in a read-only format with the ability to download and print historical information. Eventually, read-only access to AGD will be discontinued. MassHealth will provide adequate notice before closing AFC providers' read-only access to AGD. In the meantime, AFC providers should continue to download documents from AGD before access ends.

## **Questions**

The MassHealth LTSS Provider Service Center is open, 8 a.m. to 6 p.m. ET, Monday through Friday, excluding holidays. AFC providers should direct their questions about this bulletin or other MassHealth LTSS provider questions to the LTSS Provider Service Center.

### **Contact Information for MassHealth LTSS Provider Service Center**

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<b>Phone</b>	Toll-free <b>(844) 368-5184</b>
<b>Email</b>	<a href="mailto:support@masshealthltss.com">support@masshealthltss.com</a>
<b>Portal</b>	<a href="http://www.MassHealthLTSS.com">www.MassHealthLTSS.com</a>
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## **MassHealth Website**

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