



Requests for Traumatic Brain Injury Funding

Partners Health Management (Partners) receives an annual allocation for Traumatic Brain Injury (TBI) funding. To best serve members with TBI and deliver services efficiently and effectively, Partners has revised our procedure for requesting TBI funding.

Providers and organizations who wish to request funding must complete the **Partners Traumatic Brain Injury Funding Request Application**. Please complete the application and submit it and all corresponding documentation to UMSpecializedFunding@PartnersBHM.org to ensure consideration of review. Because we often have more need than there is funding, careful consideration will be taken as we review these requests.

Management and Use of Traumatic Brain Injury Funding:

All TBI funds allocated to Partners shall be used exclusively to support TBI services and supports. Within the funding guidelines listed below, Partners will use a portion of the annual allocation to support residential programs that are specifically designed to serve individuals with TBI. Any other funds available will be used to support requests submitted by or on behalf of individual members for assistance with home modifications, adaptive equipment/supplies, transportation and other requests deemed necessary by the member's Local Management Entity/Managed Care Organization (LME/MCO) and the physician ordering the service.

Funding Guidelines:

The following guidelines will be used in considering requests for TBI funding:

1. Priority for funding will be given to members who do not have access to home and community-based waiver services and supports (e.g. NC Innovations Waiver).
2. Funding will not be used for services and supports coverable by Medicaid, Medicare, private insurance or already deemed to not be medically necessary.
3. Funding for support services is likely not to result in any member's total cost of care exceeding \$135,000 per fiscal year across funding sources.
4. Requests for direct service delivery will be considered only if time-limited and not exceeding the end of the current fiscal year.
5. For members who sustained the TBI prior to the age of 22 years old, TBI funding will be used only if the member is on the Registry of Unmet Needs or, at a minimum, the process has been initiated to add the member to the Registry.
6. For members who sustained TBI prior to the age of 22 years old and are Medicaid eligible, the team should evaluate to determine if Long Term Community Supports could meet the member's needs.

Submission Guidelines:

The following procedures should be used when submitting requests for TBI funds:

1. All requests must be submitted using **Partners' Traumatic Brain Injury Funding Request Application**. The following additional documentation must be included as applicable:
 - a. Partners' Traumatic Brain Injury Funding Request Application.

- b. Medical documentation to confirm TBI diagnosis (only for new requests).
 - c. Corresponding service order (direct services) or Letter of Medical Necessity (for equipment).
 - d. Two quotes for a one-time purchase.
 - e. Cost Finding form (for direct care services).
 - f. Requests are not considered complete without required documentation.
2. Submit completed TBI application and Cost Finding form by email to UMSpecializedFunding@PartnersBHM.org.
 3. Requests will be completed within 30 days of receipt of a complete TBI application and required documentation.
 4. If additional information is requested and not received, the request will be closed as Unable to Process 14 days after the date of the request for additional information.
 5. If approved, the signed TBI application will be distributed per the routing workflow on the form.
 6. If denied, a notice with grievance instructions will be sent to the member and provider notifying of the decision.

*Applications (with corresponding documentation) for the upcoming fiscal year are due to the LME/MCO by **May 1st** annually.*

Utilization Management will collaborate with Partners' Finance Department to ensure that the provider contract is updated as applicable or payment arrangements are established.

Partners reserves the right as an LME/MCO to approve or deny TBI requests at the local level that are not medically necessary and fiscally appropriate.

Please note: TBI funding is not an entitlement and, therefore, no appeal rights will accompany this decision. However, Partners' grievance procedure does apply.

If you have questions, please contact UMSpecializedFunding@PartnersBHM.org.

Required Documentation <i>*Requests are not considered complete without required documentation.</i>	
Direct Services	- Partners' Traumatic Brain Injury Funding Request Application - Medical documentation to confirm TBI diagnosis (only for new requests) - Cost Finding Form - Corresponding service order (QP) - Treatment Plan - NC-SNAP or SIS
Equipment or Modification	- Partners' Traumatic Brain Injury Funding Request Application - Medical documentation to confirm TBI diagnosis (only for new requests) - Letter of Medical Necessity - Two quotes - NC-SNAP or SIS