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| **Procedures for Authorization of Reimbursement for Emergency Detention Services of** **Non-Wisconsin Residents** |

DMHSAS Numbered Memo 2015-01 provides information on the authorization request and reporting for emergency detention services to non-Wisconsin residents under WI statute s. 51.15, by county agencies, and obtaining reimbursement authorization for those services from the Department of Health Services (DHS) under the appropriation in s. 20.435(5)(da).

Applications for reimbursement should include all of the following:

1. Completed “Request for State Public Funding for Non-Residents form F-20572

2. Evidence the person is a non-Wisconsin resident

3. Law enforcement report from the emergency detention

4. Applicable court orders for probable cause and/or commitment orders (or settlement agreement)

5. Billing statements from the providers of treatment or services. These billing statements must reflect a reduced or flat rate negotiated by or under contract with the county agency and any payment made or expected to be made to the providers by other third party payers.

6. A statement from the county agency explaining any other third party payments the county received or is expected to receive; i.e. personal funds, insurance payments, Medicaid/Medicare (such as statement is not necessary if there are no third party payers).

Send all requests for reimbursement for non-Wisconsin resident emergency detentions to:

Emergency Detention Coordinator

Division of Mental Health and Substance Abuse Services

PO Box 7851, Room 850

Madison, WI 53707-7851

**Email: Sarah.Coyle@wisconsin.gov**

**Upon approval of a reimbursement reques**t, DHS will issue a contract amendment to the existing state-county contract which will indicate the amount of the approved reimbursement. The state-county contract includes an appendix (BC) that supports this funding. Upon receipt of the contract amendment, the county can claim eligible funds via the Community Aids Reporting (CARS) system**; CARS Profile 531**. The contract amendment will be sent by DHS’ regional Area Administration office.