

## Section 13 – Targeted Case Management Submission Guidelines

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The following is a guide to submitting a Registration and Continued Stay Review (CSR) request for Targeted Case Management services.

### **Registrations:**

**Service Type:** Section 13

**Request Type:** Registration – used for new requests.

**Procedure Code:** Refer to the Maine ASO MaineCare Funded Service Grid located [here](#).

**Service Length:** Up to 30 days from start date

**Quantity:** As needed

**Diagnosis:** Enter in the diagnoses for the member

**Clinical Information:** Not information is needed here.

**Attached Documents:** Draft Treatment Plan if applicable.

### **Continued Stay Reviews:**

**Enter in the Case ID of the Registration and click on extend.**

**Service Type:** Section 13

**Request Type:** Continued Stay Review – used for continuing services.

**Procedure Code:** Refer to the Maine ASO MaineCare Funded Service Grid located [here](#).

**Service Length:** Up to 90 days from start date

**Quantity:** As needed

**Diagnosis:** Current diagnosis

**Clinical Information:** Not information is needed here.

**Attached Documents:** Upload the member's current treatment plan.

**Questionnaire:** Fill out all questionnaires in their entirety. The questionnaires ask all the information that is required to determine medical necessity, including the continued need for this level of care, how lack of progress will be addressed, family involvement, and how the units will be used in the upcoming authorization period, as well as other information needed to process this request.