

## Provider's guide to Family Initiated Treatment (FIT)

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### Adolescents ages 13-17 are eligible for services through Family Initiated Treatment (FIT)

Parents may consent on behalf of adolescents who meet medical necessity. Consent of the adolescent is not required. The FIT process creates an additional access point but does not guarantee care on demand for adolescents admitted through FIT. Providers will have individual processes and requirements for evaluation and admission to services.

### Outpatient Family Initiated Treatment process

FIT outpatient services can last up to 3 months and include up to 12 visits with that professional, after which services may only be continued with the adolescent's consent.

#### Process

1. Parent requests outpatient mental health and/or substance use disorder (SUD) services through FIT.
2. If the provider determines that the adolescent meets medical necessity criteria for outpatient services, the parent is able to consent to services on the adolescent's behalf.
3. Provider has parent sign consent form on behalf of adolescent.
4. Within 24 hours of all outpatient admissions under FIT, the provider must notify HCA's contractor, the FIT Administration Office. (See the section on reviews for more information on this process.)

### Inpatient family initiated treatment and residential inpatient process

Any adolescent who receives inpatient services through FIT must be discharged within 30 days of the independent review, unless the adolescent's status changes to voluntary or a designated crisis responder (DCR) initiates involuntary commitment proceedings. Adolescents admitted to inpatient facilities under FIT must be released immediately upon the written request of the parent.

For adolescents receiving treatment within a residential treatment facility and not released by a court, they may remain in a residential treatment facility so long as it continues to be a medical necessity for the adolescent to receive such treatment ([RCW 71.34.630\(2\)](#)).

#### Process

##### Evaluation

1. Parent requests evaluation of adolescent at an evaluation and treatment (E&T) facility, inpatient facility, or an approved substance use disorder treatment program.
2. The evaluation must be completed within 24 hours from the request, unless the person assessing determines that the individual's condition necessitates additional time. Evaluation cannot take longer than 120 hours, and treatment must be limited to that which is medically necessary to stabilize the individual's condition. Consent of the adolescent is not required for evaluation.

##### Admission

1. If, through evaluation, the provider determines that the adolescent meets medical necessity criteria for inpatient services, the parent is able to consent to services on the adolescent's behalf.
2. Within 24 hours of all inpatient admissions under FIT, the provider must notify HCA's contractor, the FIT Administration Office. (See the section on reviews for more information on this process.)

## Treatment and reviews

Within 24 hours of all inpatient or outpatient admissions under FIT, the provider must notify HCA's contractor, the FIT Administration Office, via secure email at [fitreporting@fitadministration.com](mailto:fitreporting@fitadministration.com) or via secure fax at 206-859-6432. The notification shall include the following information:

- Name,
- Date of FIT admission or status change to FIT,
- Date of birth,
- County in which the adolescent lives, and
- Whether the adolescent is covered by private insurance or Medicaid.

## Outpatient review

For outpatient reviews, the Outpatient Mental Health Agency must send a FIT [notice of outpatient mental health treatment form](#) to HCA's contracted reviewer within 24 hours of an adolescent's admission. Every 45 days that treatment continues, the agency must provide an intake assessment, and documents that provide justification for ongoing FIT outpatient care to HCA's contracted reviewer for review of medical necessity.

## Inpatient family initiated treatment and residential process review

1. Between 7 and 14 days of an adolescent's admission, HCA's contracted reviewer, the FIT administration must conduct an independent review to determine whether it is medically necessary to continue inpatient treatment.
2. Prior to the independent review conducted under RCW 71.34.610, the professional person shall notify the adolescent of his or her right to petition the Superior Court for release from the facility.
3. For adolescents receiving inpatient treatment in a residential treatment facility, the physician or other mental health professional shall conduct an additional medical necessity review every thirty days after the initial review while the adolescent remains in treatment under RCW 71.34.600.
4. By the 10th day after admission (or the day before, if the 10th day is a holiday or weekend), the inpatient provider must notify and provide information needed to complete the review to the FIT administration, if the patient remains admitted under FIT status and will not be discharged within 14 days after admission. Treatment information needed to conduct a FIT review includes:
  - a. Hospital Face Sheet with parent contact information,
  - b. Psychiatric and physical history from admission,
  - c. Psychiatric progress note from past 2-3 days on the unit, and
  - d. Shift and RN/clinical notes from the most recent 2-3 days on the unit.

**Please see Important SUD disclosure notes on federal law 42 CRF (2) at the end of this document**

5. After the independent review has been completed, the reviewer will send certification to the inpatient provider, via secure email or fax, for the adolescent's inpatient file.
6. In the event that the independent review does not find medical necessity criteria is met for continued inpatient treatment, the reviewer will immediately notify the hospital/E&T and parent. The facility must release the adolescent within 24 hours of receiving the notice. If the professional person in charge and the parent believe that it is a medical necessity for the adolescent to remain in inpatient treatment, the adolescent shall be released to the parent on the second judicial day following the determination, in

order to allow the parent time to file an at risk youth petition under 13.32A RCW . (Consideration for an adolescent voluntarily signing into treatment or evaluating whether an Involuntary Treatment Act [ITA] hold is appropriate, are also options.) The inpatient provider must notify the FIT Administration Office of the discharge date or change of admission status (i.e. voluntary or ITA) via secure email or fax.

## Please note

No provider is obligated to provide treatment to an adolescent under the provisions of FIT. However, an adolescent's refusal to consent to treatment shall not be the sole basis for a facility's decision to decline services. [RCW 71.34.600](#).

### Important SUD Disclosure Notes:

If an adolescent is admitted for SUD evaluation and/or treatment, all protected health information (PHI) must be redacted, unless the adolescent provides written consent to the disclosure of the admission or SUD treatment information per federal law 42 CFR Part 2, or if and when federal law is changed.

A professional person who is licensed solely to provide SUD treatment, or co-occurring SUD and mental health treatment under an SUD license, will only be able to provide an evaluation to determine appropriate level of care and medical necessity. Information cannot be shared unless the adolescent is willing to sign a release of information as required by federal law. The provider should continuously attempt to engage the adolescent throughout the process to voluntarily consent to treatment, at which time FIT is no longer necessary.

RCW 71.34.020(46), which states that "Parent" has the same meaning as defined in RCW 26.26A.010, including either parent if custody is shared under a joint custody agreement, or a person or agency judicially appointed as legal guardian or custodian of the child. (b) For purposes of family-initiated treatment under RCW 71.34.600 through 71.34.670, "parent" also includes a person to whom a parent defined in (a) of this subsection has given a signed authorization to make health care decisions for the adolescent, a stepparent who is involved in caring for the adolescent, a kinship caregiver who is involved in caring for the adolescent, or another relative who is responsible for the health care of the adolescent, who may be required to provide a declaration under penalty of perjury stating that he or she is a relative responsible for the health care of the adolescent pursuant to chapter 5.50 RCW. If a dispute arises between individuals authorized to act as a parent for the purpose of RCW 71.34.600 through 71.34.670, the disagreement must be resolved according to the priority established under RCW 7.70.065(2)(a).

## For more information about Family Initiated Treatment

- [HCAFamilyInitiatedTreatment@hca.wa.gov](mailto:HCAFamilyInitiatedTreatment@hca.wa.gov)
- FIT Administration Office, via secure email at [fitreporting@fitadministration.com](mailto:fitreporting@fitadministration.com) or via secure fax at 206-859-6432