

1/27/2023

ND FFPSA – QRTP Program: Quarterly Newsletter: Review State Memo and Download Revised Assessment Forms

Did you know Children and Family Services (CFS) has updated their forms associated with ND QRTP referrals?

Per CFS policy, as shown in the HHS Memorandum below, when submitting the Universal Application (824) or Continued Stay Review (826) forms, updated forms must be used to avoid a new referral from being placed on hold. Use the links below to access the updated forms:

- Universal application Form (SFN 824): <https://www.nd.gov/eforms/Doc/sfn00824.pdf>
- Continued Stay Review Form(SFN 826): <https://www.nd.gov/eforms/Doc/sfn00826.pdf>

CONTACT: North Dakota FFPSA - QRTP Services Help Desk

Do you need clarification on any processes or questions regarding a current referral? Contact your North Dakota FFPSA - QRTP Help Desk for more information:

- Phone: 844.933.3772
- Fax: 877.431.9568
- Email: ND_FFPSA@maximus.com

2/21/2023

ND FFPSA – QRTP Program – Register for Upcoming Case Worker Webinar – Thursday, March 23 at 10 a.m. CT| Process Reminder: Difference Between Continued Stay Reviews and Extension Requests

EVENT ANNOUNCEMENT: Human Service Zones, Division of Juvenile Services, and Tribal Nations Webinar: How to Submit a Referral, Continued Stay Reviews, Extension Requests, Reconsiderations, and More | Thursday, March 23 at 10:00 a.m. CT

Be sure to join the North Dakota QRTP team for an important Human Service Zones, Division of Juvenile Services, and Tribal Nations learning opportunity, taking place on **Thursday, March 23 at 10:00 a.m. CT**.

Use the link below to register for this informative session. After registering, you will receive a confirmation email containing details on how to join the meeting.

[ND QRTP Case Worker Webinar | Thursday, 3/23 at 10 a.m. CT](#)

BEST PRACTICE Continued Stay Review vs. Extension Requests

Continued Stay Review

A Continued Stay Review request is made when an extension for a child whose previous placement end date is approaching, **and** the anticipated discharge is up to 90 days after the expiration of the prior approval period. To submit:

1. Complete the **Continued Stay Review form** (SFN 826)
2. Gather the **required supporting documentation** (e.g., treatment notes, Incident Reports, specialist evaluations such as a psychiatric evaluation)
3. Login to www.assessmentpro.com and **Create a New Referral** through the Provider Portal. Maximus will receive and review and render a determination within 10 business days of receiving the complete referral.

You can locate this updated form on the state's website: <https://www.nd.gov/eforms/Doc/sfn00826.pdf>



QUALIFIED RESIDENTIAL TREATMENT PROGRAM (Q RTP)
CONTINUED STAY REVIEW (CSR)
DEPARTMENT OF HEALTH AND HUMAN SERVICES
CHILDREN AND FAMILY SERVICES
SFN 826 (12-2022)

Clear Fields


Directions: This form is completed by the custodian for all children placed in a Q RTP for treatment. The continued stay review form must be completed **no greater than 30 days** prior to placement expiration and **no less than 20 days before** the placement approval expires. The Qualified Individual will have 10 days to review the request for the child to continue in a Q RTP. The custodian is responsible to track the placement length of stay and work with the Q RTP to ensure treatment progress is being made.

CHILD INFORMATION		
Last Name	Name (First, Middle Initial)	Age Today

Extension Request

An Extension Request is completed when the anticipated **discharge date is within 14 days of the end date on the previous review**. To submit:

1. Download the Extension Request form located on the Maximus website at: https://maximusclinicalservices.com/svcs/north_dakota_ffpsa prior to the end date and allow for 5 business days for Maximus to render a determination on the extension request.
2. Email the form and any additional supporting documentation to the ND FFPSA Help Desk at: ND_FFPSA@maximus.com

 Guides & Forms


North Dakota FFPSA - Q RTP Referral Fax Coversheet [↗](#)

North Dakota FFPSA - Q RTP Extension Request [↗](#)

North Dakota FFPSA - Q RTP Reconsideration Request [↗](#)

North Dakota FFPSA - Q RTP - Continued Stay Sample Form [↗](#)

North Dakota FFPSA - Q RTP - Universal Application Sample Form [↗](#)

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NORTH DAKOTA Q RTP
QUALIFIED INDIVIDUAL EXTENSION REQUEST FORM

Child's Name

Client IID

Requests for extension of Q RTP approval periods can be made for up to 14 days. If the request requires for an approval longer than 14 days, please submit a Continued Stay Request at www.AssessmentPro.com along with the completed Continued Stay Review (SFN 826) form.

In order to be considered for Q RTP Extension Request, both of the following must apply:

☐ Discharge Date Identified (specify the updated discharge date, which would be up to 14 days past the original approval period):

☐ Discharge Plan Identified (specify the child's updated and anticipated discharge plan from current Q RTP placement):

This request will be reviewed by Maximus and outcome notification will be provided within 5 business days from submission of request.

Requested by: Email Address:

Request Date:

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