

### Important Stakeholder Reminders: Reconsideration Request Documentation Process | Continued Stay Reviews Best Practices

---

#### PROCESS: Reconsideration Request Documentation

To ensure that your **Reconsideration Request** is processed as efficiently as possible, be sure to follow the guidelines outlines below.



**If requesting a reconsideration, the referral must include:**

- The reconsideration request form;
- Documentation not previously available;
- Documentation detailing specific changes in the child's behaviors; and
- Submit the request within 3 business days of receiving the initial denial.

**The Reconsideration Form must be filled out and completed entirely.**

Please note, this is only one part of the required information.

**New documentation with new information is required.** This can include recent incidents, reports, clinical notes, assessments, and newly obtained records that were not available or submitted at the time of the original determination. **Submitting only the Reconsideration Form with no new clinical or treatment information will be placed on hold and/or declined.**

Documents that were previously included and reviewed in the original determination are not accepted. It is recommended that new documentation is recent as well and **describes new behaviors, symptoms, incidents, and similar needs in detail.** Please be sure to submit your Reconsideration Request within the three-business-day window from receipt of the original determination.



#### REMINDER: TFC CSR Referral Reminder for Human Service Zones, Tribal Partners, and Department of Juvenile Services

When completing a Continued Stay Review (**CSR**) referral for TFC, please be sure to **mark the appropriate Continued Stay Assessment Type.** The child's first Continued Stay Review would be a "Continued Stay Review-6 month," as TFC's effective dates are set for 180 days. If the child has been in a TFC Level of Care for almost 1 year and is being referred to stay in TFC beyond 1 year, the next assessment would be a Continued Stay Review-12 Month.



844.933.3772



[NDCTS@maximus.com](mailto:NDCTS@maximus.com)



[CTS-LOC Tools & Resources](#)

---

We will continue to reach out via email to provide you with helpful reminders, detailed information on policy, and procedural updates. We invite you to [visit our website](#) to learn more about us.

We are privileged to work with you to ensure individuals across North Dakota receive the services and supports they need.

---