



Olmsted County Rule 24/25 Process

I. REFERRAL

- A. The County will ensure applicant completion of R24 financial eligibility.
- B. The County will provide applicant with an authorization number indicating they are eligible for a Rule 25 assessment.
- C. The County will provide to applicants a list of qualified Rule 25 assessment providers to schedule their own Rule 25 assessment.
- D. The applicant must call Provider within ten (10) days of authorization for authorization to be valid.
- E. Applicant will present authorization to Provider at scheduled Rule 25 assessment.

II. SERVICE

- A. The Provider will conduct a Rule 25 assessment in accordance with Minnesota Rules, 9530.6600 – 9530.6655 at the Provider's place of business, or at a place otherwise approved by the County.
- B. Upon receiving the scheduling call from the applicant, Provider has ten (10) business days to conduct their Rule 25 assessment.
- C. The Provider will submit each Rule 25 assessment and all relevant documentation within seven (7) business days to the County. Complete documentation includes:
 - 1) Rule 25 Assessment tool
 - 2) Assessment and Placement Summary form
 - 3) Olmsted County Release of Information signed by the client
 - 4) Olmsted County Notice of Privacy Practices signed by the client
 - 5) State Appeal Notice
 - 6) Client Placement Agreement (CPA)
 - 7) Provide Agency Release of Information for collateral contacts
- D. The County reviews the assessment and makes a treatment decision within three (3) business days of receipt of the assessment documentation.

III. PROCESS MEASURES

- A. The Provider conducts rule 25 assessments directly; no client may self-administer.
- B. All required assessment/documentation submitted to the County for final approval must be complete, accurate and legible.
- C. Provider shall maintain originals of all paperwork submitted until applicant is placed by the placement team. Upon placement, Provider may destroy the originals, unless applicant is receiving treatment services at the provider agency.
- D. A quality assurance review is performed on all assessment materials submitted for approval. If there are issues or concerns, a member of the review team will contact the Provider to discuss them. If the information submitted is insufficient or incomplete the Provider may be asked to provide additional documentation, or the

assessment may be returned for completion.

- E. No specific recommendations/treatment services should be offered or arranged for until the placement review team at the County has authorized or offered specific services.
- F. Provider must inform the applicant that the County, as the final placing authority, will approve all requests before services begin in order for services to be covered.
- G. Any Provider with continued or repeated performance issues or poor-quality assessments may be prohibited from completing Rule 25 assessments on behalf of the County.

IV. PAYMENT

- A. Payment from the County is limited and billed per Rule 25 assessment.
- B. Payment will not occur if Provider does not comply with required timelines and documentation.
- C. Provider submits an invoice to the County, within thirty (30) days following the last day of each calendar month, on a form acceptable to the County. Submit invoices to Mary O'Neil at the address below:

Mary O'Neil
Olmsted County Community Services 2100
Campus Drive SE, Suite 200
Rochester, MN 55904

- D. The invoice must list all Rule 25 assessments performed for individuals who provided a County issued authorization code. The invoice must include the following information:
 - 1) Assessor name
 - 2) Client name
 - 3) Authorization code
 - 4) Assessment date
 - 5) All original CPA forms signed by clients
- E. The county shall, within thirty (30) days of the receipt of the invoice make payment to the Provider for applicants identified on the invoice as eligible for payment.
- F. In the case of a good faith dispute of any charges, payment will be withheld pending clarification and resolution of the disputed amounts.

V. STANDARDS

- A. Provider must assure that their assessors meet DHS Rule 25 requirements to conduct assessments on behalf of the County. All required documentation must be on file at the County.
- B. The County will not authorize Provider assessors that do not have a Rule 31 license in good standing. Annual updates of licenses will be due at the County before December each year.
- C. No applicant can be denied their legal right to an assessment even if it appears they are not appropriate for the services offered by Provider. The County will make every effort to direct persons seeking assessment to the most appropriate site where it appears they may be eligible for services.
- D. The County and the Provider recognize that the Provider may have a financial interest in the process. The County is partnering with the Provider under exception B of Rule 9530.6610 subpart 3. Reasons for requesting and acknowledging the exception include the following:
 - 1) The County is unable to provide these Rule 25 assessments in as timely a fashion as the current legislation requires and
 - 2) Irrespective of who completes the Rule 25 assessment with the client, the County retains the placing authority for that client.
- E. To avoid a conflict of interest, Provider agrees to refrain from using the Rule 25 assessment process as a method to promote their business or the business of others.