



Iowa | Medicaid and Children's Health Insurance Program

Integrated Health Home

Health Home Notification Form Guide

Introduction

This is to assist in providing the Health Home with information on criteria and how to enroll the member into an Integrated Health Home (IHH).

Enrollment criteria

Member needs to:

- Be eligible for Medicaid.
- Have one or more serious mental illness (SMI) or serious emotional disturbance (SED).
- Meet the functional impairment (FI) as determined by a licensed mental health professional.

SMI & SED definitions

Diagnosis must be determined by use the diagnostic and statistical manual (DSM) of mental disorders published by the American Psychiatric Association or its most recent International Classification of Diseases (ICD).

SMI is defined as an adult who has a persistent or chronic mental illness, a behavioral, or emotional disorder that causes serious functional impairment and substantially interferes with or limits one or more major life activities including functioning in the family, school, employment, or community. SMI may co-occur with substance use disorder, developmental, neurodevelopmental, or intellectual disabilities, but those diagnoses may not be the clinical focus for health home services.

SED is defined by a child having a diagnosable mental, behavioral, or emotional disorder, which results in a functional impairment that substantially interferes with or limits the child's role or functioning in family, school, or community activities. SED may co-occur with substance use disorder, developmental, neurodevelopmental, or intellectual disabilities but those diagnoses may not be the clinical focus for health home services.

Mental health professional definition

Mental health professional meets all of the following conditions:

- Holds at least a master's degree in a mental health field including, but not limited to, psychology, counseling and guidance, psychiatric nursing, and social work; or is a doctor of medicine or osteopathic medicine; and

- Holds a current Iowa license when required by the Iowa professional licensure laws (such as a psychiatrist, a psychologist, a marital and family therapist, a mental health counselor, an advanced registered nurse practitioner, a psychiatric nurse, or a social worker); and
- Has at least two years of post-degree experience supervised by a mental health professional in assessing mental health problems, mental illness, service needs and in providing mental health services.

Functional impairment definition

The level of functional impairment must be identified by an assessment completed by the licensed mental health professional. It must be signed and dated within 365 days of enrollment.

Functional impairment (FI) means:

- The loss of functional capacity that is episodic, recurrent or continuous and
- Substantially interferes with or limits the achievement of or maintenance of one or more developmentally appropriate social, behavioral, cognitive, communicative or adaptive skills and
- Substantially interferes with or limits the individual’s functional capacity with family, employment, school, or community.

Examples of functional impairment assessments:

- Annual Mental Health Assessment/Evaluation
- DLA 20 <https://www.thenationalcouncil.org/areas-of-expertise/dla-20-mental-health-outcomes-measurement/>
- Strengths and Difficulties Questionnaire [https://sdqinfo.org/py/sdqinfo/b3.py?language=Englishqz\(USA\)](https://sdqinfo.org/py/sdqinfo/b3.py?language=Englishqz(USA))
- WHODAS 2.0 https://www.who.int/classifications/icf/more_whodas/en/
- Other appropriate mental health functional impairment assessments

When is functional impairment documentation required vs. not required to be sent in with notification form?

Scenario	Functional impairment to be sent in with notification form	Expectation
Enrollment as Non ICM (Tier 5/6)	Required	
Enrollment as ICM (Tier 7/8)	Not required	IHH should obtain documentation within 60 days and place in members record
MCO to MCO Non ICM (Tier 5/6)	Required	

Scenario	Functional impairment to be sent in with notification form	Expectation
MCO to MCO ICM (Tier 7/8)	Not required	IHH needs to submit the PCSP and current assessment to the new MCO, for funding to be secured per their processes.
IHH to IHH Transfer	Not required	IHH needs to obtain within 60 days and place in members record
IHH to IHH Transfer (with new MCO)	Required	

Process

The following is a basic outline of how to submit enrollment to the MCOs:

1. The IHH meets with the member.
2. The IHH gathers the necessary documentation to verify member’s diagnosis and functional impairment from qualified mental health professional.
3. The IHH completes the following sections on the *Health Home Notification Form*:

Section one: member information:

- Member name
- DOB
- Phone — *If member does not have one, put NA*
- MCO assigned member ID number — *Required for Wellpoint members*
- Medicaid ID number
- Home address — *If member is homeless, put NA*

Section two: provider information:

- Health home name
- National Provider Identifier (NPI)
- MCO assigned provider # — *Required for Wellpoint members*
- Primary care provider — *If member does not have one identified, put NA.*

Section three: status:

- Check the appropriate box(es) for what is needed for the member:
 - Enrollment

- Change in Tier IHH:
 - Use when changing member from ICM (Tier 7/8) to Non ICM (Tier 5/6)
 - Must select the reason for the change in tier:
 - Member choice
 - Unable to contact
 - Other — note reason in other box
- Disenrollment:
 - Must select the reason for the disenrollment:
 - Member choice:
 - When tier 7/8, in the other box indicate if the member is disenrolling from both IHH and Hab/CMHW or just the IHH.
 - Member not participating or provider unable to reach
 - Member transferred to another health home — note in other box who they are transferring to
 - Member moved from area — note in other box member's new address
 - Member no longer meets criteria
 - Member is effectively self-coordinating services
 - Member is deceased — note in other box date of death
 - Member lost Medicaid Eligibility
 - Provider requested — state in other box why
 - Provider terminated member enrollment—note in other box why
 - Member moved out of state — note in other box member's new address and date moved
- Other:
 - May be checked in addition to another box listed above due to additional information needing to be provided, per stated above.
- Effective date of change:
 - Enrollment date — This should always be the first of the month
 - Change in tier for the member — This should always be the first of the month
 - Disenrollment date for the member — This should always be the last day of the month
- Notes for status section:
 - Effective dates are determined by the IHH.
 - When a member is transferring from MCO to MCO, enrollment date can be back dated up to 90 days, as long as the member was eligible with that MCO.

- All other enrollments, changes in tier, disenrollments, etc. can be back-dated to the previous month.
- Transfers from IHH to IHH, member can only be enrolled in one health home per month. Health homes need to communicate with each other on effective dates. The disenrollment does need to be received prior to the enrollment being processed.

Section four: enrollment:

- Qualifying diagnosis codes:
 - Enter in ICD or DSM diagnosis codes
 - Tier to enroll member:
 - Select appropriate one
 - Notes for tier section:
 - If member is showing approved for Habilitation or CMH waiver per IMPA, member will be enrolled at that tier as long as the IHH indicates Habilitation or CMH waiver on the notification form.
 - If member is accessing Habilitation and is under the age 18, they will be enrolled at tier 8.
 - When member turns 18 and still accessing habilitation, the member's tier will automatically be changed to tier 7 by the MCOs (see Informational Letter 1690). The effective date will depend on when the member's birthday falls. For example:
 - If member turns 18 on the first of the month, the tier will change on the first of that same month.
 - If member turns 18 after the first of the month, the tier will change on the first of the following month.
 - IHH will need to submit a disenrollment if they no longer plan to serve member after they turn 18. Pediatric IHHs should make a referral to an adult IHH prior to the member's 18th birthday if member is going to continue to receive IHH services or habilitation services.
 - If the IHH will continue to serve member after they turn 18, the IHH should complete appropriate paperwork (e.g. new ROIs) and submit a tier change form indicating pediatric to adult.
 - Signature of HH staff, contact phone number and date:
 - Electronic signatures are approved
1. IHH will submit the *Health Home Notification Form* to the respective MCO along with supporting functional impairment information as indicated under *Functional Impairment Definition* above.

How to submit

Submit the *Health Home Notification Form* along with supporting documentation to the member’s respective Managed Care Organization (MCO).

- Wellpoint: Fax 844-556-6125
- Iowa Total Care: Can provide in one of the following ways
 - Submit through the client portal by uploading the documents using the documents tab or
 - Fax to 833-864-9673

Location of form

- The Health Home Notification form can be located on the DHS website at: <https://dhs.iowa.gov/sites/default/files/470-5582.pdf?080420202143>

Resources

The following resources are included below:

- Qualifying Mental Health Conditions
- Qualifying Mental Health Professional Credentials

Serious mental health (SMI)/serious emotional disturbance (SED) diagnoses

Mental disorder due to known physiological conditions	F01 – F09
Other mental disorders due to known physiological conditions	F06
Psychotic disorder w/hallucinations due to known physiological conditions	F06.0
Catatonic disorder due to known physiological condition	F06.1
Psychotic disorder with delusions due to known physiological condition	F06.2
Mood disorder due to known physiological condition:	F06.3
Unspecified	F06.30
With depressive features	F06.31
With major depressive-like episode	F06.32
With manic features	F06.33
With mixed features	F06.34
Anxiety disorder due to known physiological condition	F06.04
Other specified mental disorders due to known physiological condition	F06.8
Personality and behavioral disorders due to known physiological condition	F07
Personality change due to known physiological condition	F07.0
Other personality and behavioral disorders due to known physiological condition	F07.8
Postconcussional syndrome	F07.81
Other personality and behavioral disorders due to known physiological condition	F07.89
Unspecified personality and behavioral disorder due to known physiological	F07.9
Schizophrenia	F20
Paranoid schizophrenia	F20.0
Disorganized schizophrenia	F20.1

Catatonic schizophrenia	F20.2
Undifferentiated schizophrenia	F20.3
Residual schizophrenia	F20.5
Other schizophrenia	F20.8
Schizophreniform disorder	F20.81
Other schizophrenia	F20.89
Schizophrenia, unspecified	F20.9
Schizotypal disorder	F21
Delusional disorders	F22
Brief psychotic disorder	F23
Shared psychotic disorder	F24
Schizoaffective disorders	F25
Other psychotic disorder not due to a substance or known physiological condition	F28
Unspecified psychosis not due to a substance or known physiological condition	F29
Manic episode:	F30
Without psychotic systems	F30.1
Unspecified	F30.10
Mild	F30.11
Moderate	F30.12
Severe, without psychotic symptoms	F30.13
Severe with psychotic symptoms	F30.2
In partial remission	F30.3
In full remission	F30.4
Other manic episodes	F30.8
Unspecified	F30.9
Bipolar disorder	F31
Bipolar disorder, current episode	F31.0
hypomanic	F31.1
Bipolar disorder, current episode manic without psychotic features:	F31.10
Unspecified	F31.11
Mild	F31.12
Moderate	F31.13
Severe	F31.2
Bipolar disorder, current episode manic severe with psychotic features	F31.3
Bipolar disorder, current episode depressed, mild or moderate severity:	F31.30
Unspecified	F31.31
Bipolar disorder, current episode depressed, mild	F31.32
Bipolar disorder, current episode depressed,	F31.4
moderate	F31.5
Bipolar disorder, current episode depressed, severe, without psychotic features	F31.6
Bipolar disorder, current episode depressed, severe, with psychotic features	F31.60
Bipolar disorder, current episode mixed:	F31.61
Unspecified	F31.62
Mild	F31.63

Moderate	F31.64
Severe, without psychotic features	
Severe, with psychotic features	F31.7
	F31.70
Bipolar disorder, currently in remission:	
Most recent episode unspecified	F31.71
	F31.72
Bipolar disorder, in partial remission, most recent episode hypomanic	F31.73
Bipolar disorder, in full remission, most recent episode hypomanic	F31.74
Bipolar disorder, in partial remission, most recent episode manic	F31.75
	F31.76
Bipolar disorder, in full remission, most recent episode manic	F31.77
Bipolar disorder, in partial remission, most recent episode depressed	F31.78
Bipolar disorder, in full remission, most recent episode depressed	F31.8
	F31.81
Bipolar disorder, in partial remission, most recent episode mixed	F31.89
	F31.9
Bipolar disorder, in full remission, most recent episode mixed	
Other bipolar disorders	
Bipolar II disorder	
Other bipolar disorder	
Bipolar disorder, unspecified	
Major depressive disorder, single episode:	F32
Mild	F32.0
Moderate	F32.1
Severe without psychotic features	F32.2
Severe with psychotic features	F32.3
In partial remission	F32.4
In full remission	F32.5
Other depressive episodes	F32.8
Premenstrual dysphoric disorder	F32.81
Other specified depressive episodes	F32.89
Major depressive disorder, single episode, unspecified	F32.9
Major depressive disorder, recurrent:	F33
Mild	F33.0
Moderate	F33.1
Severe without psychotic features	F33.2
Severe with psychotic symptoms	F33.3
Major depressive disorder, recurrent, in remission:	F33.4
Unspecified	F33.40
Major depressive disorder, recurrent, in partial remission	F33.41
Major depressive disorder, recurrent, in full remission	F33.42
Other recurrent depressive disorder	F33.8
Major depressive disorder, recurrent, unspecified	F33.9
Persistent mood (affective) disorders	F34
Cyclothymic disorder	F34.0

Dysthymic disorder	F34.1
Other persistent mood (affective) disorders	F34.8
Disruptive mood dysregulation disorder	F34.81
Other specified persistent mood disorder	F34.89
Persistent mood (affective) disorder, unspecified	F34.9
Unspecified mood (affective) disorder	F39
Phobic anxiety disorder	F40
Agoraphobia:	F40.0
Unspecified	F40.00
With panic disorder	F40.01
Without panic disorder	F40.02
Social phobias	F40.1
Social phobia, unspecified	F40.10
Social phobia, generalized	F40.11
Specific (isolated) phobias	F40.2
Animal type phobia	F40.21
Arachnophobia	F40.210
Other animal type phobia	F40.218
Natural environment type phobia	F40.22
Fear of thunderstorms	F40.220
Other natural environment type of phobia	F40.228
Blood, injection, injury type phobia	F40.23
Fear of blood	F40.230
Fear of injections and transfusions	F40.231
Fear of other medical care	F40.232
Fear of injury	F40.233
Situational type phobia:	F40.24
Claustrophobia	F40.240
Acrophobia	F40.241
Fear of bridges	F40.242
Fear of flying	F40.243
Other situational type phobia	F40.248
Other specified phobia:	F40.29
Androphobia	F40.290
Gynephobia	F40.291
Other specified phobia	F40.298
Other phobic anxiety disorder	F40.8
Phobic anxiety disorder, unspecified	F40.9
Other anxiety disorders	F41
Panic disorder (episodic paroxysmal anxiety) without agoraphobia	F41.0
Generalized anxiety disorder	F41.1
Other mixed anxiety disorder	F41.3

Other specified anxiety disorder	F41.8
Anxiety disorder, unspecified	F41.9
Obsessive compulsive disorder	F42
Mixed obsessional thoughts and acts	F42.2
Hoarding disorder	F42.3
Excoriation (skin-picking) disorder	F42.4
Other obsessive-compulsive disorder	F24.8
Obsessive compulsive disorder, unspecified	F42.9
Reaction to severe stress, and adjustment disorders	F43
Acute stress reaction	F43.0
Post-traumatic stress disorder	F43.1
Post-traumatic stress disorder, unspecified	F43.10
Post-traumatic stress disorder, acute	F43.11
Post-traumatic stress disorder, chronic	F43.12
Adjustment disorders	F43.2
Adjustment disorders, unspecified	F43.20
Adjustment disorder with depressed mood	F43.21
Adjustment disorder with anxiety	F43.22
Adjustment disorder with mixed anxiety and depressed mood	F43.23
Adjustment disorder with disturbance of conduct	F43.24
Adjustment disorder with mixed disturbance of emotions and conduct	F43.25
Adjustment disorder with other symptoms	F43.29
Other reactions to severe stress	F43.8
Reaction to severe stress, unspecified	F43.9
Dissociative and conversation disorders	F44
Dissociative amnesia	F44.0
Dissociative fugue	F44.1
Dissociative stupor	F44.2
Conversion disorder with motor symptom or deficit	F44.4
Conversion disorder with seizures or convulsions	F44.5
Conversion disorder with sensory symptom or deficit	F44.6
Conversion disorder with mixed symptom presentation	F44.7
Other dissociative and conversion disorders	F44.8
Dissociative identity disorder	F44.81
Other dissociative and conversion disorders	F44.89
Dissociative and conversion disorder, unspecified	F44.9
Somatoform disorders	F45
Somatization disorder	F45.0
Undifferentiated somatoform disorder	F45.1
Hypochondriacal disorders:	F45.2
Unspecified	F45.20
Hypochondriasis	F45.21
Body dysmorphic disorder	F45.22
Other hypochondriacal disorders	F45.29
Pain disorders related to psychological factors	F45.4
	F45.41

Pain disorder exclusively related to psychological factors	F45.42
	F45.8
Pain disorder with related psychological factors	F45.9
Other somatoform disorders	
Somatoform disorder, unspecified	
Other nonpsychotic mental disorders	F48
	F48.1
Depersonalization-derealization syndrome	F48.2
	F48.8
Pseudobulbar affect	F48.9
Other specified nonpsychotic mental disorders	
Nonpsychotic mental disorder, unspecified	
Eating disorders	F50
Anorexia nervosa:	F50.0
Unspecified	F50.00
Restricting type	F50.01
Binge eating/purging type	F50.02
Bulimia nervosa	F50.2
Other eating disorders	F50.8
Binge eating disorder	F50.81
Other specified eating disorder	F50.89
Eating disorder, unspecified	F50.9
Sleep disorders not due to a substance or known physiological condition	F51
Insomnia not due to a substance or known physiological condition	F51.0
Primary insomnia	F51.01
Adjustment insomnia	F51.02
Paradoxical insomnia	F51.03
Psychophysiological insomnia	F51.04
Insomnia due to other mental disorder	F51.05
	F51.09
Other insomnia not due to a substance or known physiological condition	F51.1
Hypersomnia not due to a substance or known physiological condition	F51.11
Primary hypersomnia	F51.12
Insufficient sleep syndrome	F51.13
Hypersomnia due to other mental disorder	F51.19
	F51.3
Other hypersomnia not due to a substance or known physiological condition	F51.4
Sleepwalking (somnambulism)	F51.5
Sleep terrors (night terrors)	F51.8
Nightmare disorder	F51.9
Other sleep disorders not due to a substance or known physiological condition	
Sleep disorder not due to a substance or known physiological condition, unspecified	
Sexual dysfunction not due to a substance or known physiological condition	F52
Hypoactive sexual desire disorder	F52.0

Sexual aversion disorder	F52.1
Sexual arousal disorders	F52.2
Male erectile disorder	F52.21
Female sexual arousal disorder	F52.22
Orgasmic disorder	F52.3
Female orgasmic disorder	F52.31
Male orgasmic disorder	F52.32
Premature ejaculation	F52.4
Vaginismus not due to a substance or known physiological condition	F52.5
Dyspareunia not due to a substance or known physiological condition	F52.6
Other sexual dysfunction not due to a substance or known physiological condition	F52.8
Unspecified sexual dysfunction not due to a substance or known physiological condition	F52.9
Puerperal psychosis	F53
Psychological and behavioral factors associated with disorders or diseases classified elsewhere	F54
Unspecified behavioral syndromes associated with physiological disturbances and physical factors	F59
Specific personality disorders	F60
Paranoid personality disorder	F60.0
Schizoid personality disorder	F60.1
Antisocial personality disorder	F60.2
Borderline personality disorder	F60.3
Histrionic personality disorder	F60.4
Obsessive-compulsive personality disorder	F60.5
Avoidant personality disorder	F60.6
Dependent personality disorder	F60.7
Other specific personality disorders	F60.81
Narcissistic personality disorder	F60.89
Other specific personality disorders	F60.9
Personality disorder, unspecified	
Impulse disorders	F63
Pathological gambling	F63.0
Pyromania	F63.1
Kleptomania	F63.2
Trichotillomania	F63.3
Other impulse disorders	F63.8
Intermittent explosive disorder	F63.81
Other impulse disorders	F63.89
Impulse disorder, unspecified	F63.9
Gender identity disorders	F64
Transsexualism	F64.0

Dual role transvestism	F64.1
Gender identity disorder of childhood	F64.2
Other gender identity disorders	F64.8
Gender identity disorder, unspecified	F64.9
Paraphilias	F65
Fetishism	F65.0
Transvestic fetishism	F65.1
Exhibitionism	F65.2
Voyeurism	F65.3
Pedophilia	F65.4
Sadomasochism:	F65.5
Unspecified	F65.50
Sexual masochism	F65.51
Sexual sadism	F65.52
Other paraphilias	F65.8
Frotteurism	F65.81
Other paraphilias	F65.89
Paraphilia, unspecified	F65.9
Other sexual disorders	F66
Other disorders of adult personality and behavior	F68
Factitious disorder:	F68.1
Unspecified	F68.10
With predominantly psychological signs and symptoms	F68.11
With predominantly physical signs and symptoms	F68.12
With combined psychological and physical signs and symptoms	F68.13
Other specified disorders of adult personality and behavior	F68.8
Unspecified disorder of adult personality and behavior	F69
Conduct disorders	F91
Conduct disorder confined to family context	F91.0
Conduct disorder, childhood-onset type	F91.1
Conduct disorder, adolescent-onset type	F91.2
Conduct disorder, adolescent-onset type	F91.3
Conduct disorder, adolescent-onset type	F91.8
Conduct disorder, adolescent-onset type	F91.9
Oppositional defiant disorder	
Other conduct disorders	
Conduct disorder, unspecified	
Emotional disorders with onset specific to childhood	F93
Separation anxiety disorder of childhood	F93.0
Other childhood emotional disorders	F93.8
Childhood emotional disorder, unspecified	F93.9
Childhood emotional disorder, unspecified	F94

Disorders of social functioning with onset specific to childhood and adolescence	
Selective mutism	F94.0
Reactive attachment disorder of childhood	F94.1
Disinhibited attachment disorder of childhood	F94.2
Other childhood disorders of social functioning	F94.8
Childhood disorder of social functioning, unspecified	F94.9
Other behavioral and emotional disorders with onset usually occurring in childhood and adolescence	F98
Enuresis not due to a substance or known physiological condition	F98.0
Encopresis not due to a substance or known physiological condition	F98.1
Other feeding disorders of infancy and childhood	F98.2
Rumination disorder of infancy	F98.21
Other feeding disorders of infancy and early childhood	F98.29
Pica of infancy and childhood	F98.3
Stereotyped movement disorders	F98.4
Adult onset fluency disorder	F98.4
Other specified behavioral and emotional disorders with onset usually occurring in childhood and adolescence	F98.5
Unspecified behavioral and emotional disorders with onset usually occurring in childhood and adolescence	F98.5
Mental disorder, not otherwise specified	F98.8
	F98.9
	F99

Qualified mental health professional credentials (IAC 441-24 and 441-77.26)

Credentials	Title
LISW	Licensed independent social worker
LMFT	Licensed marriage and family therapist
LMHC	Licensed mental health counselor
MFT-T or LMFT-T	Temporary licensed marriage and family therapist
MHC-T or LMHC-T	Temporary licensed mental health counselor
LMSW	Licensed master social work
PMHNP	Psychiatric mental health Nurse practitioner (if ARNP, may need to check for psychiatric nursing qualification via provider search)
CADC	Certified alcohol and drug counselor
BACB	Board certified behavior analyst
MD	Psychiatrist — may need to check for board certification via provider search
DO	Psychiatrist — may need to check for board certification via provider search
Psy.D	Psychologist — may need to check for board certification via provider search

Credentials	Title
LISW	Licensed independent social worker
LMFT	Licensed marriage and family therapist
LMHC	Licensed mental health counselor
MFT-T or LMFT-T	Temporary licensed marriage and family therapist
MHC-T or LMHC-T	Temporary licensed mental health counselor
LMSW	Licensed master social work
PMHNP	Psychiatric mental health Nurse practitioner (if ARNP, may need to check for psychiatric nursing qualification via provider search)
CADC	Certified alcohol and drug counselor
BACB	Board certified behavior analyst
MD	Psychiatrist — may need to check for board certification via provider search
DO	Psychiatrist — may need to check for board certification via provider search
Psy.D	Psychologist — may need to check for board certification via provider search