

Juvenile Voucher Review Guides for Providers

The Registered Service Provider system is a financial assistance program through probation and is a payor of last resort.

The issuance of a voucher does not exempt submission to insurance for payment.

If a youth is in detention their insurance/Medicaid will likely be suspended therefore the voucher will pay for services.

The provider cannot bill concurrently for any 2 services without a Special Eligibility Request. For example, Family Support and IOP or Group Home and Community Youth Coach.

Treatment Services:

All youth treatment and evaluation vouchers can accept insurance and insurance must be billed first prior to submitting the voucher. An EOB or denial letter **must** be uploaded into each voucher.

Acute Inpatient Hospitalization

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Acute_Inpatient_Hospitalization.pdf
- EOB must be uploaded if the family/individual has insurance.
- Voucher does not pay for the day of discharge.
- Need EOB for denial before voucher can be paid.
- Progress notes for services being paid for with this voucher.
- *** Notes should indicate youth's progress and interventions. There should be a treatment and a transition plan.

Community Treatment Aid (CTA) (20 Hours)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Community_Treatment_Aide.pdf
- EOB must be uploaded if the family/individual has insurance.
- Progress notes and dates for services provided.

Co-Occurring Evaluation

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Community_Treatment_Aide.pdf
- EOB must be uploaded if the family/individual has insurance.
- Evaluation must be uploaded with provider signature.
- Documentation should include an MSE/IDI, substance, mental health history, needs and recommendations.
- Expedited evaluation does not require insurance – the voucher will pay in full.

Juveniles Who Sexually Harm (JSH) Risk Evaluation

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/JuvenilesWhoSexuallyHarm_Psychological-Sexual_Evaluation-SD_0.pdf
- EOB must be uploaded if the family/individual has insurance.
- Evaluation must be uploaded with provider signature.
- Billing sheets must be included if testing administered and charged on voucher.
- Documentation includes recommendations.

Juveniles Who Sexually Harm Day Treatment

- Review service definition of day treatment is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Day_Treatment.pdf
- Dates of service must be documented.
- EOB must be uploaded if the family/individual has insurance.
- Documentation should include progress for the reporting period, transition plan for discharge.

Juveniles Who Sexually Harm Intensive Outpatient Treatment

- Review service definition of day treatment is followed.
- https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Intensive_Outpatient_Counseling.pdf
- Dates of service must be documented.
- EOB must be uploaded if the family/individual has insurance.
- The voucher will only hold 30 hours.
- Documentation needs to include progress report on goals being addressed, and plans/safety plan to avoid relapse behaviors.

Juveniles Who Sexually Harm Outpatient Counseling

- Review service definition of day treatment is followed.
- https://supremecourt.nebraska.gov/sites/default/files/Mental_Health_Outpatient_Counseling_Individual_Group_Family.pdf
- Dates of service must be documented.
- EOB must be uploaded if the family/individual has insurance.

- Progress report uploaded or included.
- Documentation needs to include progress report on goals being addressed and plans/safety plan to avoid relapse behaviors.
- Voucher will hold only 8 sessions.

Juveniles Who Sexually Harm Therapeutic Group Home

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Therapeutic_Treatment_Group_Home.pdf
- The voucher is for 30 days.
- EOB must be uploaded if the family/individual has insurance.
- Progress report uploaded or included identifying progress, transition plan, and how to manage sexually harming behaviors.
- ***If there is insurance, it will pay for the therapeutic services, and the voucher will pay for room and board.
- Probation will not pay for the date of discharge.

Medication Management

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Medication_Management.pdf
- EOB must be uploaded if the family/individual has insurance.
- Progress report uploaded or included that indicates recommendations.

Mental Health Day Treatment

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Day_Treatment.pdf
- EOB must be uploaded if the family/individual has insurance.
- Progress report uploaded or included, addressing interventions, progress, and transition plan.

Mental Health Intensive Outpatient Counseling (IOP)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Intensive_Outpatient_Counseling.pdf
- Includes Group, Individual and Family Sessions
- Dates of service must be documented.
- EOB must be uploaded if the family/individual has insurance.
- Progress report uploaded or documented in detail section.
- The voucher will hold 60 hours of group and individual sessions.

Mental Health Outpatient Counseling

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Mental_Health_Outpatient_Counseling_Individual_Group_Family.pdf
- Includes, Group, Individual and Family Sessions
- Dates of service must be documented.
- EOB must be uploaded if the family/individual has insurance.
- Progress report uploaded or included documenting progress for the reporting period and transition plan.
- Voucher will hold 8 sessions.

Multi-Systemic Therapy (MST)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/behavioral_health/Probation-Service-Definition_2023-09-01_MST.pdf
- EOB must be uploaded if the family/individual has insurance.
- ***Family is not responsible for co-pay or any ability to pay.
- ***The voucher will pay for phones contacts that are clinical, updates to probation, not for phone calls regarding logistics of scheduling.
- Documentation will address weekly progress with family and youth.

Partial Hospitalization

- Review service definition is followed
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Partial_Hospitalization.pdf
- EOB must be uploaded if the family/individual has insurance.
- Progress report uploaded or included.

Professional Resource Family Care (PRFC)

- Review service definition is followed.
- EOB must be uploaded if the family/individual has insurance.
- ***Insurance will pay for therapeutic services if family has insurance and voucher will pay room and board.
- ***If there is no insurance, voucher will pay for therapeutic services and room and board.
- Progress report uploaded or included.

Psychiatric Evaluation

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Psychiatric_Evaluation.pdf
- EOB must be uploaded if the family/individual has insurance.
- ***Evaluation must be uploaded and signed.
- There are different rates if conducted in a detention/shelter facility.
- Voucher does not pay for testing.
- Can only be administered by an MD or Psychiatrist.

Psychiatric Residential Treatment Facility (PRTF)

- Review service definition is followed
https://supremecourt.nebraska.gov/sites/default/files/Psychiatric_Residential_Treatment_Facility.pdf
- EOB must be uploaded if the family/individual has insurance.
- Progress report uploaded or included documenting progress for reporting period and transition plan.
- ***Only nights spent in the facility are billable.
- ***Can not bill for date of discharge.

Substance Use (SU) Outpatient Counseling

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Psychiatric_Residential_Treatment_Facility.pdf
- Includes Individual, Family and Group.
- EOB must be uploaded if the family/individual has insurance.
- Dates of service must be documented.
- Progress report uploaded or included for each reporting period, with a transition plan.
- Voucher holds 8 sessions.

Substance Use (SU) Therapeutic Group Home (ThGH)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Therapeutic_Treatment_Group_Home.pdf
- EOB must be uploaded if the family/individual has insurance.
- ***If there is insurance, it will pay for the therapeutic services and voucher will pay for Room and board.
- ***Will not pay for the date of discharge.
- Progress report uploaded or included and signed by provider.

Expedited Evaluations for Youth, Co-Occurring, Substance Use or Mental Health

- Review that provider followed service definition. [Utilize the standard service definitions for these expedited evaluations.](#)
- No insurance or family contribution necessary.
- Evaluation Report must be uploaded and signed by the provider.
- *** Mileage log must be included if claiming mileage reimbursement up to 200 miles. Anything over 200 miles needs to be approved by the Juvenile Program Specialist.
- No shows will be invoiced to the program specialist, do not issue voucher.
- Co-Occurring and Mental Evals can be completed by PLMHP, LMHP, LIMHP or higher.
- *** Provisional licensures must have their evaluations cosigned by someone who has a full licensure.
- Substance Use evaluations can be completed by LADC, PLADC, PLMHP, LMHP, or LIMHP.

Psychological Evaluation

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Psychological_Evaluation.pdf
- EOB must be uploaded if the family/individual has insurance.
- *** If testing is done the billing sheet must be uploaded.
- Evaluation Report must be uploaded and signed by the provider.
- *** Provider must have a license as a Ph.D.

Substance Use Evaluation (SU)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Substance_Use_Evaluation.pdf
- EOB must be uploaded if the family/individual has insurance.
- Evaluation Report must be uploaded and signed by the provider.
- *** Provider must be LADC, PLADC, PLMHP, LMHP, or LIMHP.

Substance Use Addendum (SU)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Substance_Use_Addendum.pdf
- EOB must be uploaded if the family/individual has insurance.
- Evaluation Report must be uploaded and signed by the provider.
- The original document must be referred to. The provider cannot addend someone else's original evaluation.
- *** Provider must be LADC, PLADC, LMHP, PLMHP, LIMHP or higher.
- Evaluation must be cosigned if a PLADC.

Substance Use (SU) Partial Care

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Substance_Use_Partial_Care.pdf
- EOB must be uploaded if the family/individual has insurance.
- ***Check for family contribution.
- Dates of service must be documented.
- Documentation of progress for reporting period and evidence of a transition plan.

Substance Use (SU) Intensive Outpatient Counseling (IOP)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/treatment/Intensive_Outpatient_Counseling.pdf
- Includes Individual, Family and Group
- EOB must be uploaded if the family/individual has insurance.
- ***Check for family contribution.
- Dates of service must be documented.
- Progress Report included in voucher indicating dates of service as well as progress toward goals/treatment plan and a transition plan.
- The voucher will hold 60 hours of group and individual sessions.

Non-Treatment Services

Community Youth Coaching (CYC)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/CYC_Service_Definition.pdf
- There must be documentation of intake/initial contact, this can be in person or by phone. This initial contact would be documenting that family youth was oriented to the services, goals established, etc.
- ***There must be a strengths grid uploaded with youth's name.
- Service plan completed, signed and uploaded to the voucher.
- ***Billing cannot begin until the provider meets with the youth for intake.
- ***Billed in 15 minutes increments.
- Documentation of dates when service occurred and progress towards service plan.

Acceptable Indirect Contact:

- Face to face with youth/family ONLY.
- Phone contact with family/youth (call/text).
- Crisis planning/ de-escalation/etc.
- Obtaining collateral contacts and collaboration/contact with Probation Officer.
- Documentation time.

Not Billable:

- School and Grade checks
- Curfew Checks
- Response to EM (CYC staff member is not the person going out when there is an EM violation)
- Nothing compliance based (checking in to see if something is complete- contacts need to be strength-based)
- Weekly indirect time greater than the required minimum total of 3 hours.
- Face to face contact, in person, exceeding 25 hours per month.
- No show appointments.
- Contact for scheduling/logistics cannot be billed.

Day/Evening Reporting

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/nontreatment/DayReporting-SIG.pdf
- https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/nontreatment/Evening_Reporting.pdf
- *** Day and Evening Hours must be separated and put on the appropriate vouchers.
- Documentation for each date billed.
- Voucher can hold up to 30 days (not calendar days)
- *** Payment is approved if client shows up/reports to facility.

Case Managed Tutoring

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/nontreatment/Case_Managed_Tutoring.pdf
- Dates of service must be documented and align with billing.
- Include a progress report.
- Are scheduled for **up to 5 hours per week**.
- Provide weekly contact with family/youth.
- Contact with youth/family is in-person unless: JJRS approves exceptions for reasonable cause.
- Contact with professionals (without family present) cannot be billed.
- Missed/cancelled contacts cannot be billed.
- Contact for scheduling/logistics cannot be billed.

In Home Family Services-Boys Town Model (IHFS)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/behavioral_health/Probation-Service-Definition_2023-09-01_IHFS.pdf
- Service Plan, including service goals, and date must be uploaded.
- ** Safety Plans uploaded when needed.
- Documentation for the dates billed and focused on meeting the goals of the service plan.

- ***Non-in-person contact with family/youth must be justified and approved by JJRS and need to be limited and be primarily for crisis intervention.
- ***Missed/cancelled visits cannot be billed.
- ***Can not bill for phone calls or text messages for the purpose of service/logistics coordination.
- The focus of this service should be working with the family predominately to assist in the development of effective parenting skills. Providers should be scheduled for 2-4 hours with youth/family per week.

Expedited Family Group Conferencing

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/behavioral_health/Probation-Service-Definition_2023-09-01_EFGC.pdf
- Provided through mediation center.
- Documentation uploaded Post-Placement Plan.
- Hours billed cannot exceed 5 per referral.

Family Partner

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ontreatment/Family_Partner.pdf
- ***There must be documentation of intake.
- Documentation of dates billed and a progress report.
- The focus of the service is to assist family and youth in navigating the system and resources.
- ***If the service is being utilized due to family language barriers, documentation still needs to include what skills the provider worked with the family or what was translated.
- This service is not to replace an interpreter.
- Contact with professionals (without family present) cannot be billed: JJRS approves exceptions for reasonable cause.
- Missed/cancelled contacts cannot be billed.
- Contact for scheduling/logistics cannot be billed.

Family Support

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ontreatment/Family_Support.pdf
- There must be documentation of intake.
- Service Plan must be uploaded to the voucher.
- Documentation of dates billed including a progress report.
- ***Can only bill for face-to-face visits with youth or caregiver.
- ***Can not bill for missed visits, text messages, phone calls, meetings with probation officer or other collateral (school, day reporting, evening reporting, etc.).
- Billed up to 25 hours a month.

- Contact with youth/family is in-person, unless: JJRS approves exceptions for reasonable cause.
- Contact with professionals (without family present) cannot be billed.
- Missed/cancelled contacts cannot be billed.
- Contact for scheduling/logistics cannot be billed.

General Education Class

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ontreatment/General_Education_Class.pdf
- Documentation of date billed.
- Can bill up to 15 hours per voucher.
- The service intake process was completed, either in-person or online.
- Contact with professionals (without family present) cannot be billed.
- Missed/cancelled contacts cannot be billed.
- Contact for scheduling/logistics cannot be billed.
- Manually adjust for family contribution.

Intensive Family Preservation (IFP)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ontreatment/Intensive_Family_Preservation.pdf
- There must be documentation of intake.
- This service is billed for 4 weeks (28 days) unless discharging then can bill for 1 week (7 days)
- ***There needs to be documentation of therapist contact.
- ***The voucher also requires documentation each week.
- *** Note: Intake can be waived if client is in detention / incarceration.
- ***Services are paid weekly (7 days).
- ***Weeks are NOT pro-rated for partial weeks of services at the start/close of services.
- Contact with professionals (without family present) cannot be billed.
- Missed/cancelled contacts cannot be billed.
- Contact for scheduling/logistics cannot be billed.

Justice Wrap Around

- Review service definition is followed
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ontreatment/Justice_Wraparound_Program.pdf
- A voucher is billed based on how many days were in the month when the service occurred.
- Services are paid based on the number of days per month of services.
- Service dates/times must be documented.

Mediation

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ontreatment/Mediation.pdf
- Billed per voucher (Maximum is 5 hours)
- Provided through a Mediation Center.
- Providers can bill for prep time (screening process) prior to the mediation meeting.
- Documentation or upload of results of mediation must be in voucher.

Transportation

- Review service definition is followed
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ontreatment/Transportation.pdf
- ***There must be written authorization for transportation, designating if there are meals, is it secure etc.
- Secure Transports must have a court order uploaded.
- Meals are paid for if a receipt is uploaded.
- Providers are asked to identify the search tool they are using to calculate the miles traveled.

Omaha Metro Voucher

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ontreatment/Transportation.pdf
- ***There must be written authorization for transportation.
- The voucher is for Omaha Metro Camelot and Mid-West Providers.
- Will pay \$35 for one-way trips that start and stop in Douglas or Sarpy Counties.
- The voucher can hold multiple one-way trips within these two counties.
- Will pay \$10 escort per hour and court order must be uploaded to the voucher.
- Providers are asked to identify the search tool they are using to calculate the miles traveled.

Out of Home Placement

All out of home placement vouchers will only hold 30 days.

Providers cannot bill for the date of discharge.

QCRs will check NPACS for placement dates.

Agency Based Foster Care

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ohp/Agency_Supported_Foster_Care.pdf
- Service Plan uploaded.
- Progress reports are uploaded documenting youth's progress and the support the agency is providing to the foster home.
- Safety plan uploaded as needed/indicated.

Professional Foster Care

- Review definition is followed.
- Service Plan uploaded.
- Progress reports are uploaded documenting youth's progress and the support the agency is providing to the foster home.
- Safety plan uploaded as needed/indicated.

Crisis Stabilization

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ohp/01.03.2024.crisis_stabilization.service_def.pdf
- Progress report uploaded documenting youth's progress. Other items they could upload include Initial Diagnostic Interview (IDI), Crisis Safety Plan, Written Individualized Service Plan.
- Safety plan uploaded as needed/indicated.
- ***Overnight home passes may be given because the facility is in a "ready to work" status. If a crisis were to arise, the agency is expected to respond appropriately and timely to support youth and family.

Group Home A

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ohp/Group_Home_A.pdf
- The voucher will cover 30 days.
- ***Will not pay for the day of discharge.
- Documentation of progress and transition.

Group Home B

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ohp/Group_Home_A.pdf
- The voucher will cover 30 days.
- ***Will not pay for the day of discharge.
- Documentation of progress and transition.

Independent Living

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ohp/Independent_Living.pdf
- Documentation of progress towards goals.

Relative/Kinship Foster Care Assessment

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ontreatment/Relative_Kinship_Home_Study.pdf
- Billed per evaluation.
- All relative/kinship assessments in D11 are always considered expedited per our contract /pilot.

Shelter Care

- Review service definition is followed.
- https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/ohp/Shelter_Care.pdf
- ***Will not pay for the day of discharge.
- Other items they could upload; Initial Diagnostic Interview (IDI), written individualized service plan, or Crisis (safety) plan.

RESTORE

- Review service definition. is followed
http://supremecourt.nebraska.gov/sites/default/files/RESTORE_Service_Definition_Final.pdf
- The voucher will cover 30 days.
- Treatment plan must be uploaded.
- Documentation of progress towards treatment plan.
- Safety plan as needed.

Continuous Alcohol Monitoring (CAM)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/supportsvc/Continuous_Alcohol_Monitoring_CAM.pdf
- Each date of service must be documented.

Electronic Monitoring (GPS)

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/suportsvc/Electronic_Monitoring.pdf
- The voucher should only hold 60 days.
- *** Documentation of each date of service with specific documentation of violations. No violations or indications of violation type, response, outcome and notification.
- *** Documentation that PO/caregiver have been informed of violations.

EM Sarpy Care

- Review service definition is followed.
https://supremecourt.nebraska.gov/sites/default/files/Probation/servicedef/juvenile_sd/suportsvc/Electronic_Monitoring.pdf
- Must document current level they have achieved.
- *** Documentation doesn't have to be daily.

Invoice Services

Mileage

- EM Mileage Invoices
 1. Must be approved by JJRS before QCR can process payment.
 2. Must be on the correct form for the correct year.
- IFP, FS & CYC Mileage Invoices: For the purpose when providers are traveling due to lack of services available. The 1st 30 miles/day are not billable. They can invoice for mileage over the first 30 miles.
 1. A Special Eligibility Request must be submitted prior to voucher approval.
 2. Must be submitted on the correct form for the correct year.