



SUMMIT POINTE POLICY AND PROCEDURE MANUAL

Section: Customer Services	Policy Name: Second Opinion Process for Autism Services	Policy Number: 11.1.9
Owner: Director of Autism Services	Applies To: <input checked="" type="checkbox"/> Summit Pointe Staff <input checked="" type="checkbox"/> Summit Pointe Contract Providers <input checked="" type="checkbox"/> Summit Pointe CCBHC Services <input type="checkbox"/> Summit Pointe CCBHC DCO Providers	
Approved By: <i>Jeanne Goodrich</i>		
Version Number: 1	Revised Date: N/A	First Effective Date: 03/14/2024

I. **PURPOSE:**

To identify the required and necessary steps for authorization, utilization, and quality management of the Autism benefit.

II. **DEFINITIONS:** Refer to the “Summit Pointe Policy and Procedures Definitions Glossary.”

III. **POLICY:**

It shall be the policy of Summit Pointe that customers have a right to request a second opinion by a qualified provider in regard to determinations on an autism evaluation or diagnosis.

IV. **PROCEDURE:**

Intake Determinations: Second Opinions:

If the customer does not meet medical necessity for an autism evaluation during the intake or referral process, the customer (or their parent/guardian) can request a second opinion by contacting customer service. A second opinion request should be made within 60 days. During the follow-up meeting after the intake, the clinician will provide the customer with a letter describing the process and timeline for requesting a second opinion. Customer service will contact the Director of Autism Services, who will coordinate the second opinion.

The second opinion will be completed by a clinician who was not involved in the original intake assessment (if it is completed by another Bachelor’s level clinician, the consulting clinician must also be different than the original consulting clinician). **The independent clinician will:**

- Complete a thorough records review, including review of the intake psychosocial assessment, screening tools, and any other available records.
- Request the family provide any additional records or information that may be relevant that were not provided for the original intake (e.g., school records).
- Optional: Based on clinical judgment, clinician may meet with the family to complete a brief interview and additional observation. The interview will be an opportunity for the family to explain their reason for disagreeing with the original determination, and to provide additional information that could support the need for testing.
- Decide whether to uphold the previous determination or make a recommendation for a complete autism evaluation.
- Document this second opinion process using the Summit Pointe Autism Intake Assessment Second Opinion Report template.



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Comprehensive Autism Evaluation: Second Opinions:

If the customer does not meet medical necessity for an autism diagnosis after the comprehensive autism evaluation is completed, the customer (or their parent/guardian) can request a second opinion by contacting customer service. A second opinion request should be made within 45 days of the evaluation debrief. During the debrief, the clinician will provide the customer with a letter describing the process and timeline for requesting a second opinion. Customer service will contact the Director of Autism Services, who will coordinate the second opinion.

The second opinion will be completed by a clinician who was not involved in the original intake assessment or autism evaluation. **The independent clinician will:**

- Complete a thorough records review, including review of the intake psychosocial assessment, screening tools, comprehensive autism evaluation, and any other available records.
- Request the family provide any additional records or information that may be relevant that was not provided for the original evaluation (e.g., school records).
- Contact the family (can be via phone) to review the rationale for the 2nd opinion request.
- Optional: Based on clinical judgment, clinician may meet with the family to complete a brief interview and additional observation. The interview will be an opportunity for the family to explain their reason for disagreeing with the original determination, and to provide additional information that could support an autism diagnosis.
- Decide whether to uphold the previous determination or overturn it. Overturning the original determination means the customer will be referred for a second ADOS-2. This ADOS-2 may be completed by the clinician completing the second opinion, or another clinician who was not involved in the original evaluation.
 - Overturning the results of the original evaluation *does not* mean the customer will be diagnosed with autism. This simply means the clinician found sufficient justification for further testing. An additional ADOS-2 will be needed to either verify the original results or provide the diagnosis.
- Document this second opinion process using the Summit Pointe Autism Evaluation Second Opinion Report template.

V. **REFERENCES:**

Michigan Medicaid Provider Manual: Section 18 – Behavioral Health Treatment/Applied Behavioral Analysis

VI. **ATTACHMENTS:**

Autism Intake Assessment Second Opinion Report Template
Autism Evaluation Second Opinion Report Template