



ARF Referral Requirements

Specialized Residential Treatment at an Adult Residential Facility (ARF) is a closed referral system. Referrals must be initiated by San Diego County Funded LTC facilities including IMDs, County Funded SNF, State Hospital and SNF Patch. Referrals from acute care hospitals and the community are not accepted. The following documentation needs to be submitted by the County Funded LTC facility making a referral to ARF Level of Care. Forms can be found on at the Optum website at www.optumsandiego.com. Documentation can be submitted to the Optum LTC Fax line at 888-687-3515. Please call the LTC Provider Line at 800-798-2254 Option 3, then 5 with any questions.

1. LTC Referral Form with attending psychiatrists order for ARF.
2. Referring Facility Face Sheet.
3. Proof of current Medi-Cal coverage for San Diego County.
4. Proof of current SSI and Representative Payee Form signed by payee.
5. Current treatment plan.
6. Last three Quarterly Reviews that were submitted to Optum.
7. Last two months of IDT/treatment team meeting documentation.
8. Physical and Medical History from current stay including nursing care plans.
9. Two weeks of progress notes including nursing, group and psychiatrist notes.
10. Medications including Medication Administration Record showing medication compliance and information on medication changes from past 30 days.
11. Lab reports as applicable to current treatment plan.
12. Written recommendation from assigned Case Management program funded by the County of San Diego. If client is not assigned to a Case Management program funded by the County of San Diego, then documentation that client will be assigned to a Case Management program funded by the County of San Diego.
13. Client must be on LPS Conservatorship. If conservatorship is public and documented in CCBH, Optum will add the most recent Court Investigation Report and Letters and Orders. If conservatorship is private, the packet must include the most recent Letters and Orders with current contact information for the private conservator, the Court Investigation Report, and a letter from the private conservator supporting the referral to ARF level of care.