

Authorization Change Request Overview & Process for ATR 4 Clients Transferring to Another Facility at my Agency

The Client is changing facilities at my agency and I want to....	Authorization Change Request Type Required?	ASAM Concurrent Review Required?	*Consent Required? If yes, to whom?	Create a Referral? If yes, to whom?	Create a Provisional Voucher?	**Complete a Discharge?	Close the Intake (case)?
Transfer a client from Assessment to a treatment Level of Care (LOC) at a different facility at my agency. <i>NOTE: Specify the new facility in the GRRS. Remember to authorize the GPRA Interview service and all appropriate RSS services.</i>	Note to Authorizer	No	Yes, consent the GRRS to DHW Contactor <u>and</u> create a Consent to my own agency	Yes, to the different facility at my agency.	Yes	Yes	Yes
Transfer a client at the same LOC to a different facility at my agency (there are two weeks (14 days) <u>or less</u> before the current treatment authorization expires). <i>NOTE: Specify the new facility in the Authorization Change Request Comments. Remember to authorize the GPRA Interview service and all appropriate RSS services.</i>	Change to Service	Yes	Yes, create a Consent to my own agency	Yes, to the different facility at my agency.	Yes	Yes	Yes
Transfer a client at the same LOC to a different facility at my agency (there are <u>more than</u> two weeks (15+ days) before the current treatment authorization expires). <i>NOTE: Remember to authorize the GPRA Interview service and all appropriate RSS services.</i>	None	No	Yes, create a Consent to my own agency	Yes, to the different facility at my agency.	Yes	Yes	Yes
Transfer a client to a different LOC at a different facility at my agency. <i>NOTE: Specify the new facility in the Authorization Change Request Comments. Remember to authorize the GPRA Interview service and all appropriate RSS services.</i>	Change to Service	Yes	Yes, create a Consent to my own agency	Yes, to the different facility at my agency.	Yes	Yes	Yes
I am a Stand Alone RSS provider and I want to transfer a client from one facility at my agency to a different facility at my agency.	Contact the Treatment Provider (outside of WITS) who sent you the current authorization.						

* Use the Intake Activity Date as the Earliest Date of Consented Activities on the Consent.

**Do not complete the GPRA Discharge.

When the client is receiving treatment services, accept the Referral and the Authorization, and complete a new Admission at the new facility. WITS will allow you to bring forward the client's previous Admission record, when you select Yes, make sure to change the Admission Type to Transfer/Change in Service and update the other fields as applicable.