

Authorization Change Request Overview & Processes for ATR 4 Clients not Changing Facilities or Agencies

The Client is not changing facilities or agencies 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)?
Request additional treatment units for the current treatment Level of Care (LOC) at the current facility at my agency.	Change to Service	Yes	No	No	No	No	No
Transfer a client from Assessment to a treatment Level of Care (LOC) at the current facility at my agency.	Note to Authorizer	No	Yes, consent the GRRS to DHW Contactor.	No	No	No	No
Transfer a client to a different LOC at the current facility at my agency.	Add New Service	Yes	No	No	No	No	No
Discharge the client who will not be going to another treatment provider. <i>NOTE: When discharging from Detox, Halfway Housing, Residential or Transitional Housing, include a detailed reason for the discharge. Close the Intake after the GPRA Follow Up is complete.</i>	Note to Authorizer	No	No	No	No	Yes	No
Request additional GPRA units or RSS services at the current facility at my agency without affecting treatment.	Note to Authorizer	No	No	No	No	No	No
Request RSS services for a Stand Alone RSS provider .	None	No	Yes, to the RSS provider agency.	Yes, to the RSS provider agency	Yes	No	No
I am a Stand Alone RSS provider and I want to request additional units.	Contact the Treatment Provider (outside of WITS) who sent you the current authorization.						

NOTE: Create only one Consent and Referral to a different facility at your agency, or to a different treatment agency, or an individual Stand Alone RSS provider.