

Authorization Change Request Overview – IDHW (non-ATR) & IDOC clients

I am a Treatment Provider and I want to....	Use this Authorization Change Request Type	ASAM Concurrent Review Required?
Request more treatment units for the current authorization. <i>You also have the option to extend the end date of the authorization. Include requests for RSS services (new or additional units) in the Comments section (for your agency or Stand Alone RSS agency).</i>	Change to Service	Yes
Request RSS services (new or additional units) without affecting treatment.	Note to Authorizer	No
Request RSS services (new or additional units) for a Stand Alone RSS provider.	Note to Authorizer	No
Transfer an IDHW client from Assessment to a treatment Level of Care (LOC) after consenting the GAIN-I Summary (GRRS) to DHW Contractor (if the client will go to a different provider for treatment services, note this on the GAIN-I Summary). <i>NOTE: Use the Intake Activity Date as the Earliest Date of Consented Activities on the Consent.</i>	Note to Authorizer	No
Transfer an IDHW client to a different LOC at your agency. <i>You also have the option to extend the end date of the authorization.</i>	Add New Service	Yes
Transfer an IDOC client from one Stage to another Stage at your agency. <i>NOTE: Please select “No” when offered to extend the authorization end date as IDOC authorization date spans are specific in each stage. A “Change to Voucher End Date” request that accompanies an Authorization Change Request for an IDOC client will be denied and the allowed authorization date span will be used.</i>	Change to Service	Yes
Transfer a client to another treatment provider at the same LOC and there are two weeks (14 days) or less before the current treatment authorization expires <u>and</u> discharge the client from your agency.	Change to Service	Yes
Transfer a client to another treatment provider at the same LOC and there are more than two weeks (15+ days) before the current treatment authorization expires <u>and</u> discharge the client from your agency.	Note to Authorizer	No
Transfer the client to another treatment provider with a different LOC <u>and</u> discharge the client from your agency. <i>When the client is changing a LOC, an ASAM Concurrent Review will always be required regardless of the time remaining on the current authorization.</i>	Change to Service	Yes
Inform the contractor the client is discharging and will not be going to another provider. <i>When discharging from Detox, Halfway Housing, Residential or Transitional Housing, include a detailed reason for the discharge.</i>	Note to Authorizer	No

RSS Stand Alone Providers will always use Note to Authorizer when creating an Authorization Change Request.