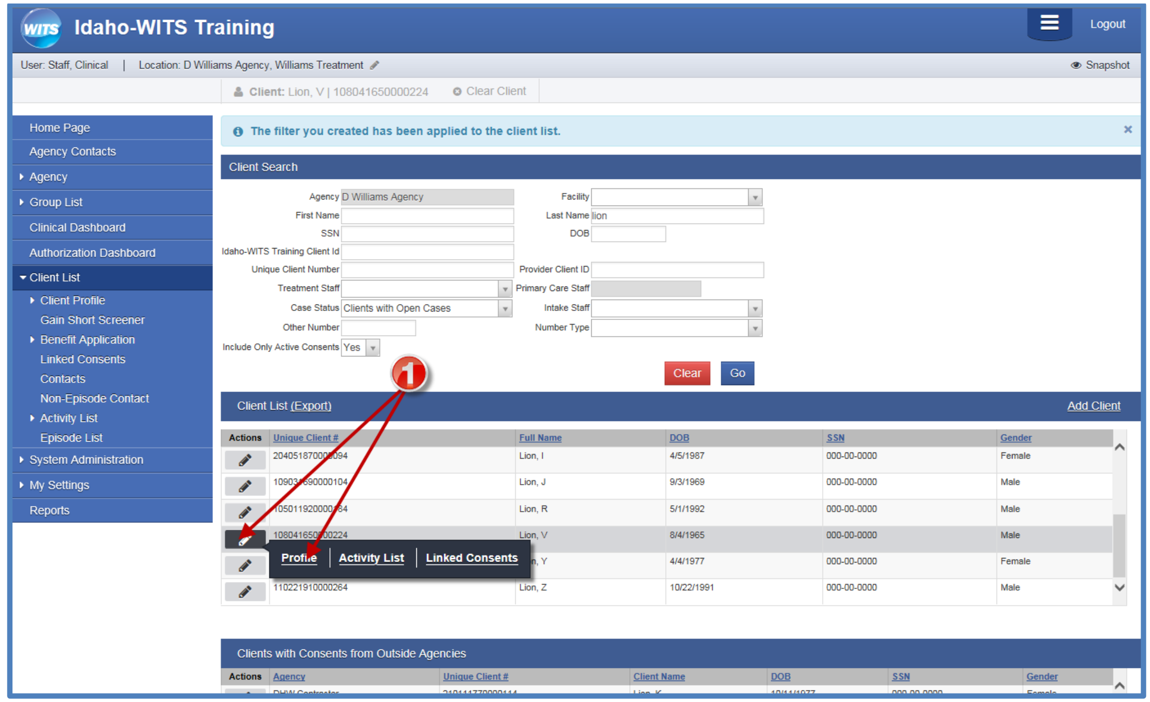
Authorization Change Request – Add New Service for IDHW (non-ATR 4) Clients who are not changing facilities or agencies

These instructions are to be used in the following Situations.

- **Transfer an IDHW client from one treatment Level of Care (LOC) to a different LOC at the current facility.**

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, click  and select **Client Profile**.



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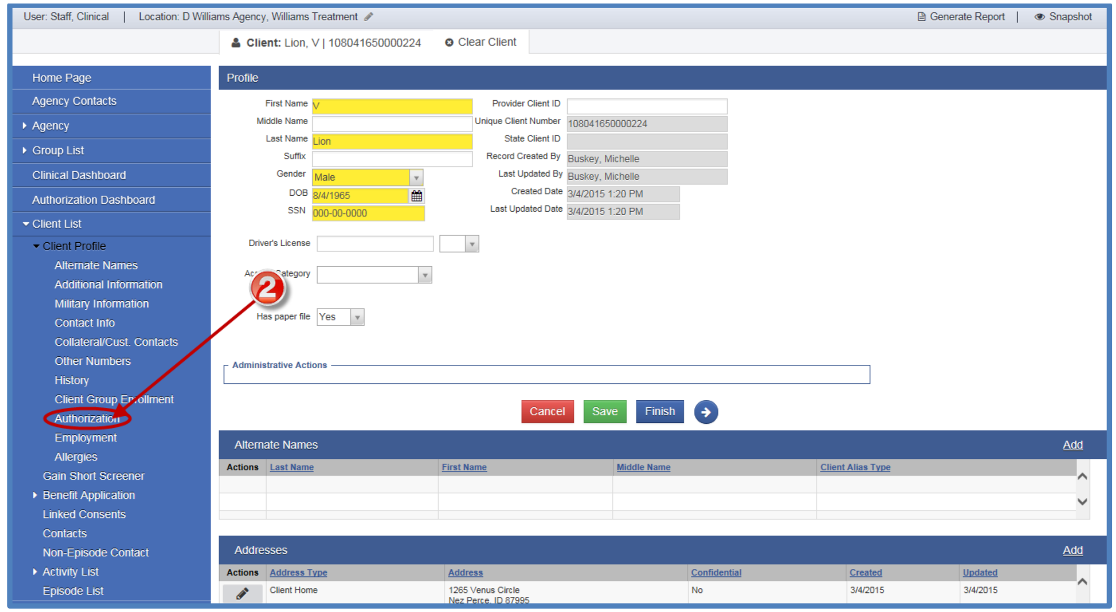
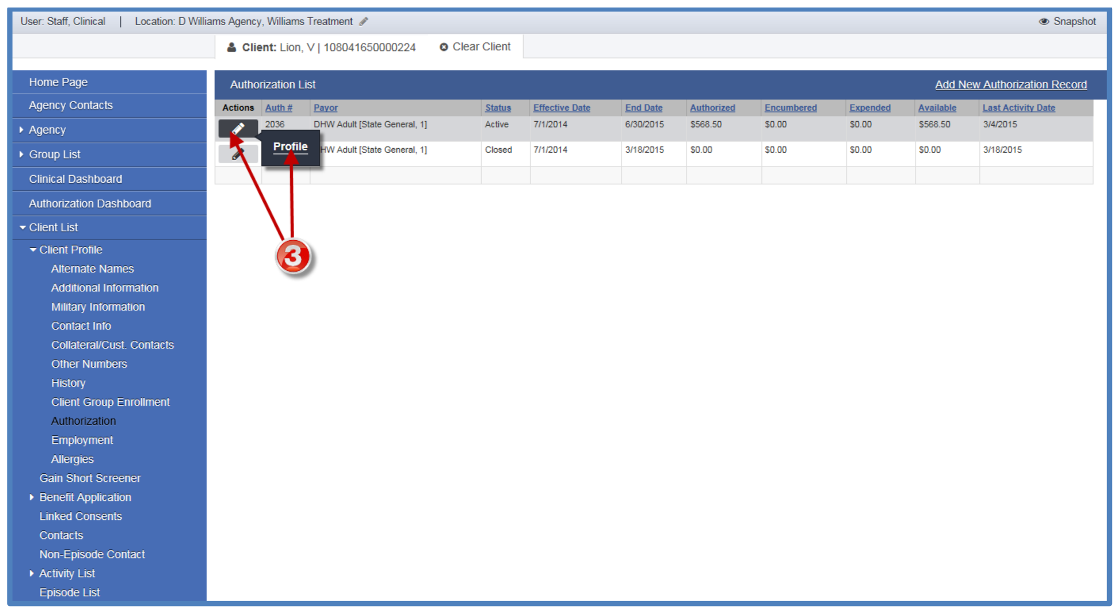
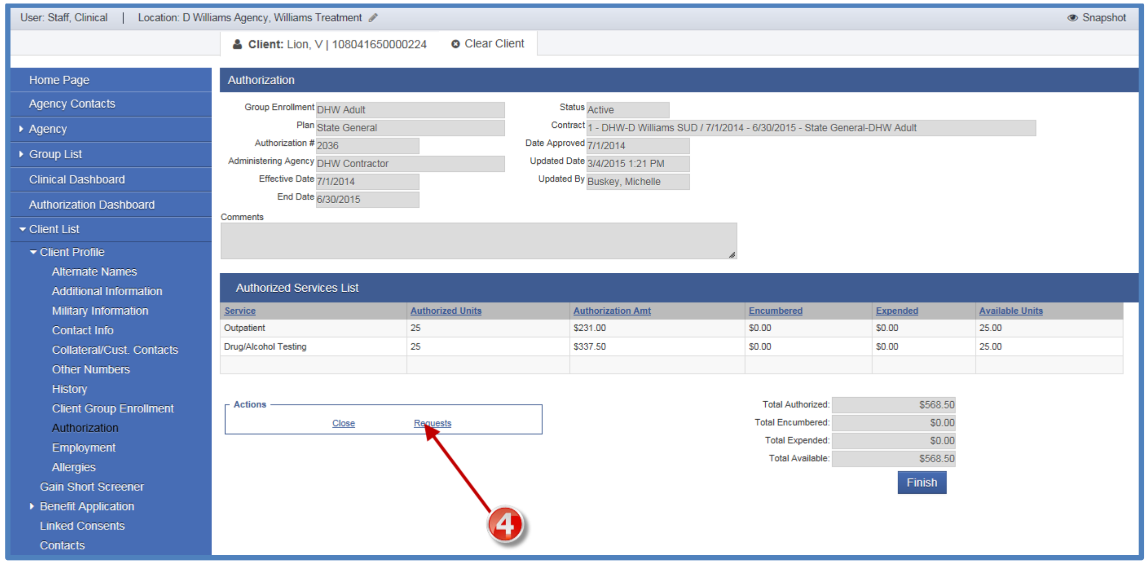
2. Select the **Authorization** on the Navigation Pane



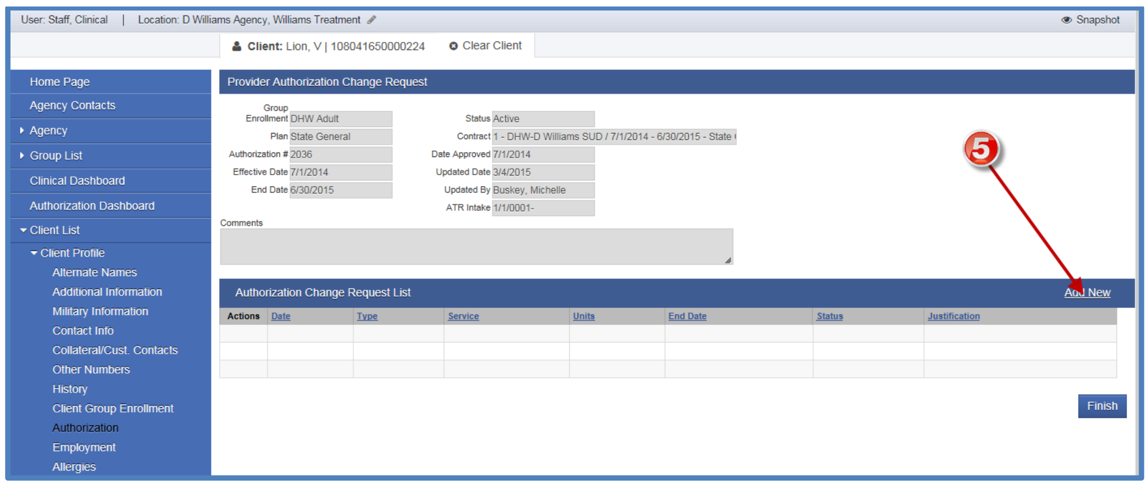
3. Click  and select **Profile** to review the active Authorization.



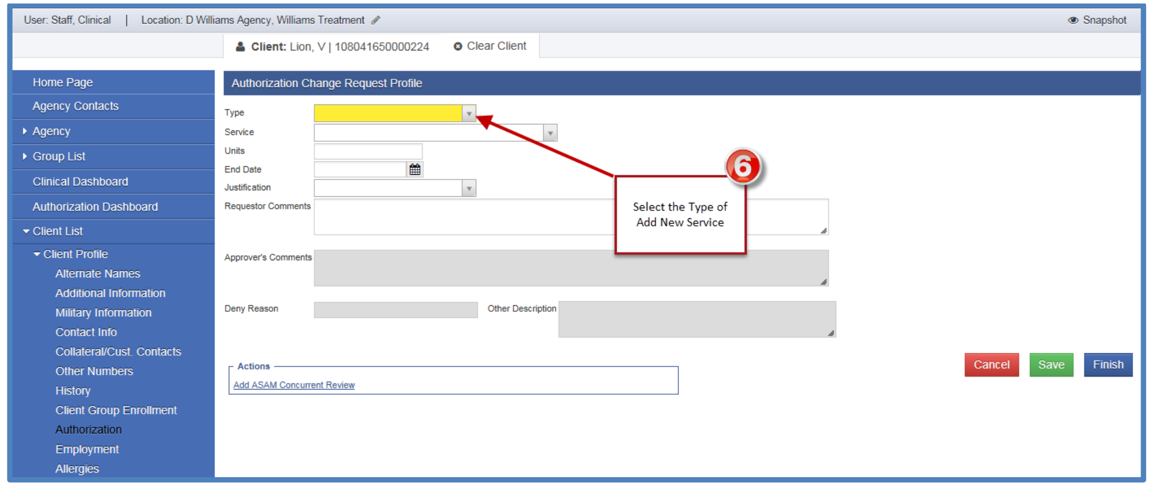
4. Click **Requests** under the Actions box.



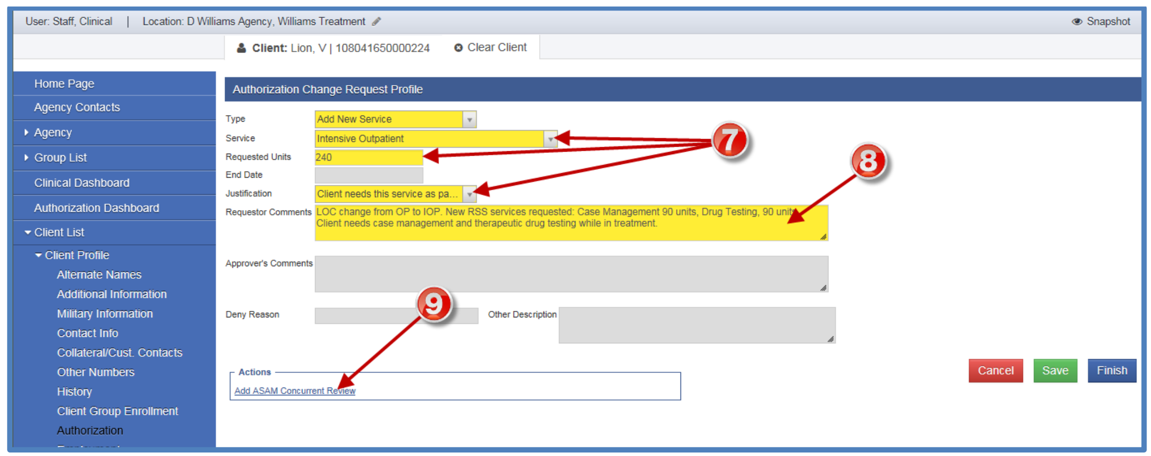
5. The Authorization Change Request List displays. Click **Add New**.



6. The Authorization Change Request List displays. Select **Add New Service**.



7. Select the **Service**, enter the **Number of Requested Units**, and select the **Justification Reason**.



8. **Comments**.
   - **Transfer an IDHW client from a treatment LOC to a different treatment LOC at the current facility:** Note the current level of care (LOC) and the requested LOC. If new or additional RSS services are requested, include the name of the service, number of units, and justification for each RSS service. Include the name of the Stand Alone RSS provider if applicable.

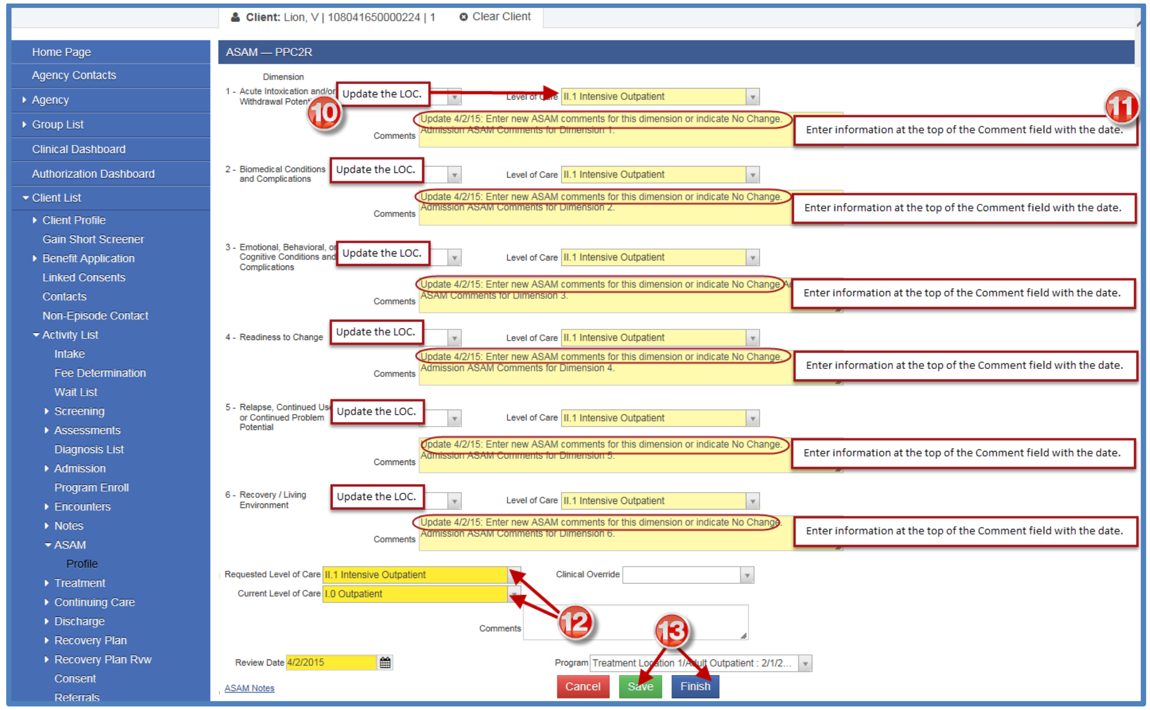
9. Click **Add ASAM Concurrent Review**.

10. Update the **Level of Care** for each Dimension.

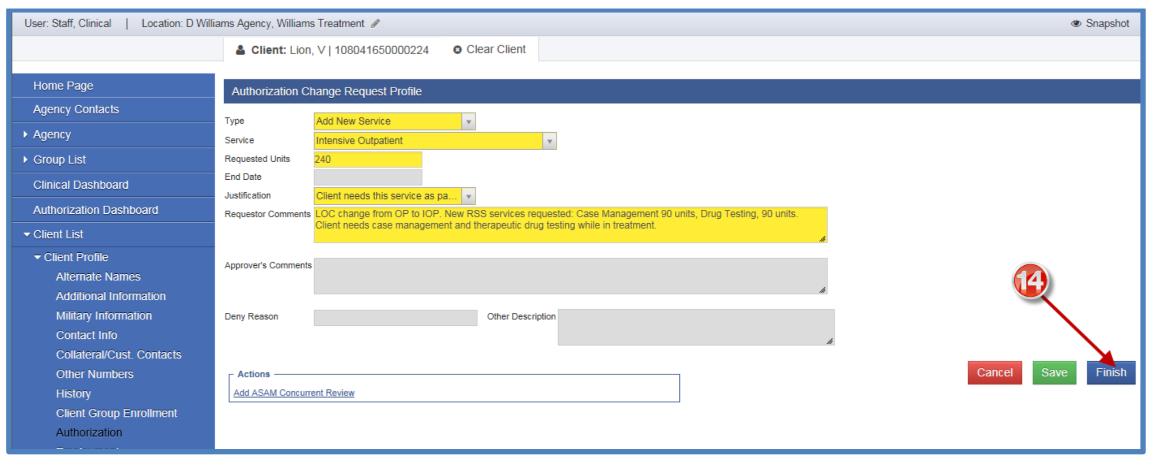
11. Update **Comments** for each Dimension. Enter the updated information at the top of each Comment field and document it as: Update (date). **DO NOT DELETE ANY PREVIOUS COMMENTS.**

12. Select the **Requested Level of Care** and the **Current Level of Care**.

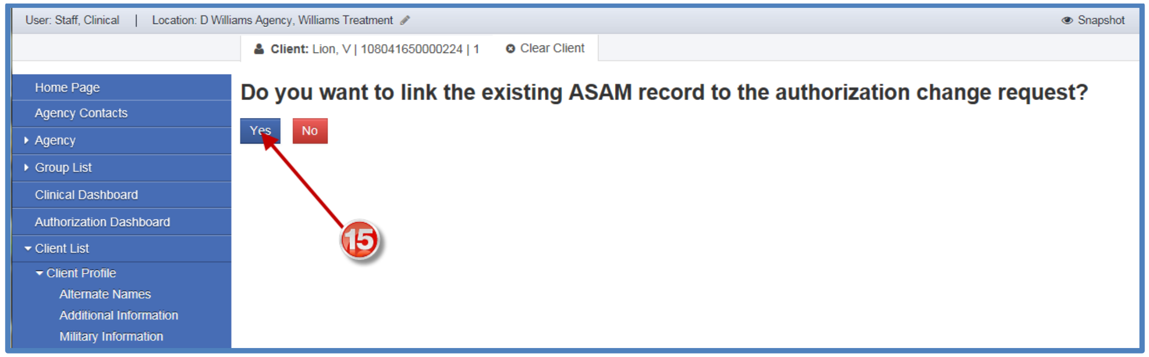
13. Click **Save** and **Finish**.



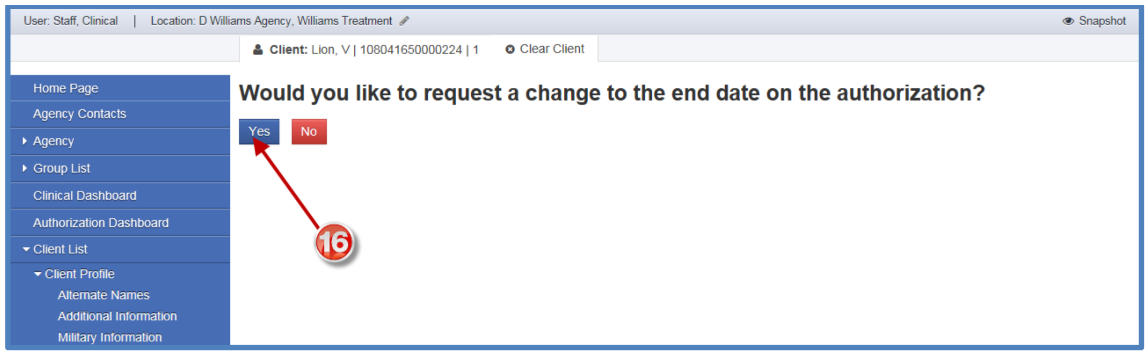
14. Click **Finish**.



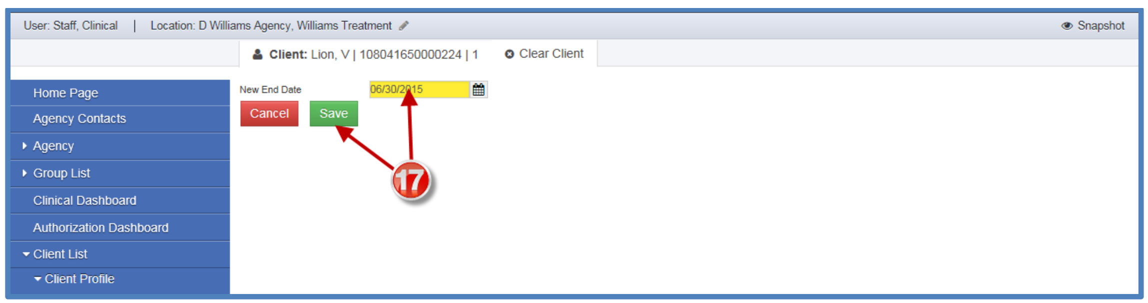
15. Select **Yes** to link the ASAM record with the Authorization Change Request.



16. Select **Yes** to request a change to the end date Authorization.



17. Enter the **New End Date** and click **Save**.



18. Click **Finish**.