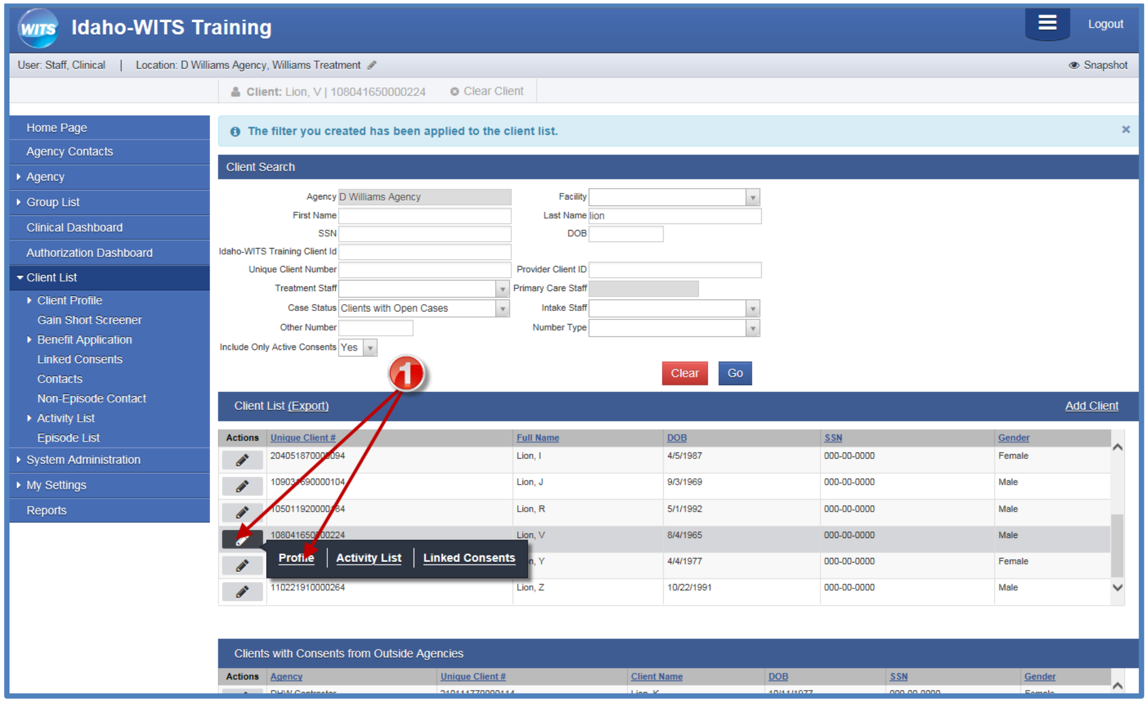
Authorization Change Request – Change to Service for IDHW (non-ATR 4) & IDOC Clients who are not changing facilities or agencies

These instructions are to be used in the following Situations.

- **Request additional treatment units for the *IDHW* client at the current treatment Level of Care (LOC) at the current facility at my agency.**
- **Transfer an *IDOC* client from one Stage (including Assessment or Pretreatment) to another Stage at the current facility at my agency.**

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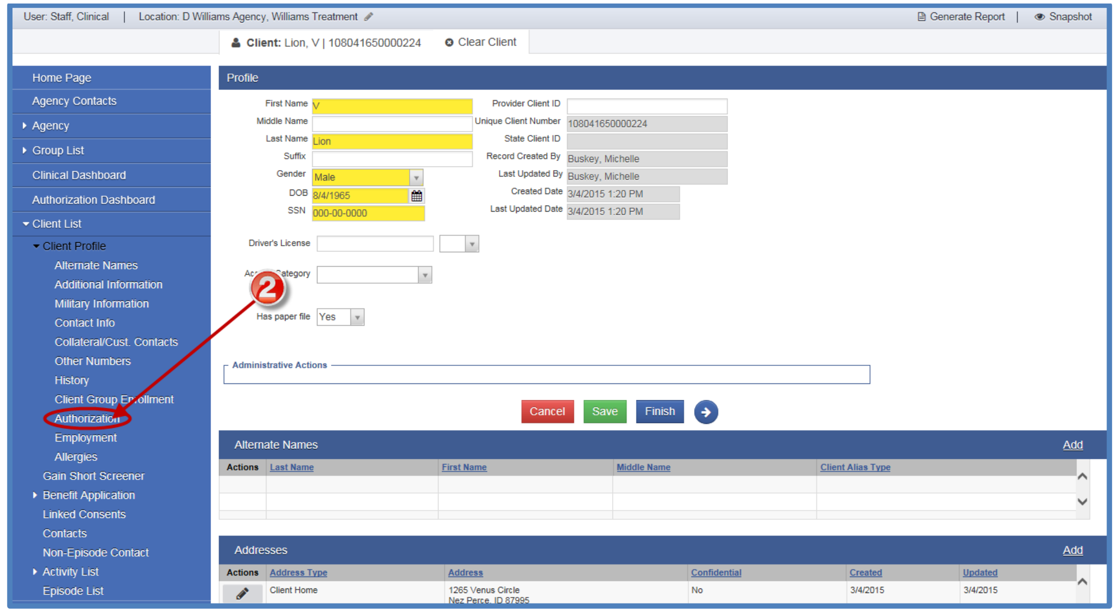
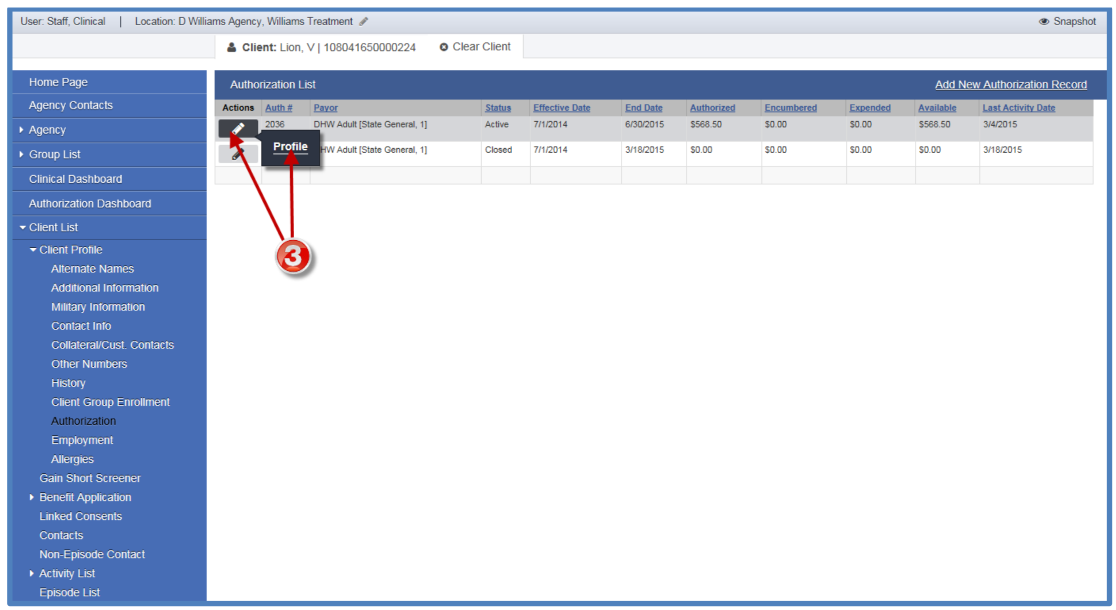
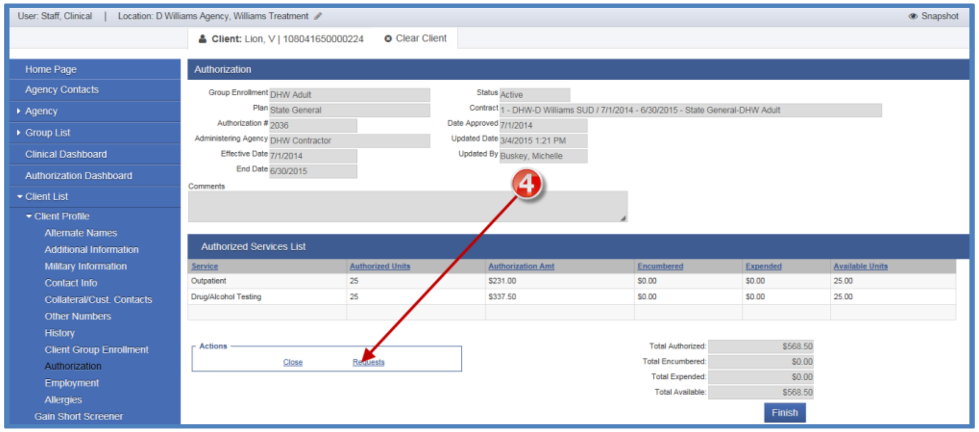
2. Select the **Authorization** on the Navigation Pane



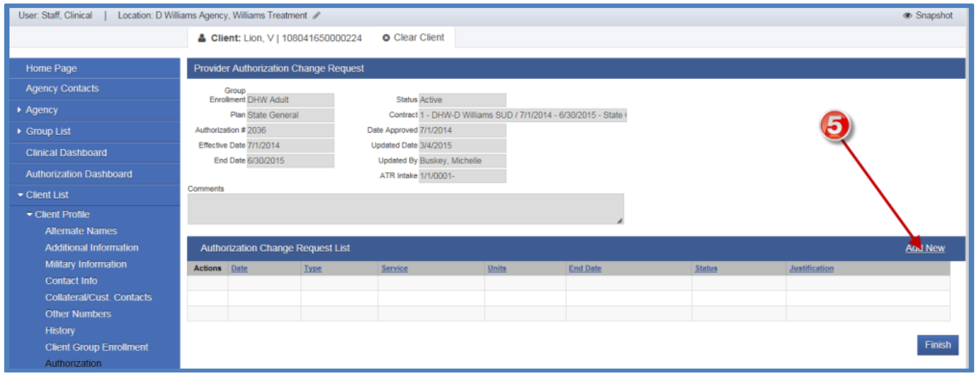
3. Click  and select **Profile** to review the active Authorization.



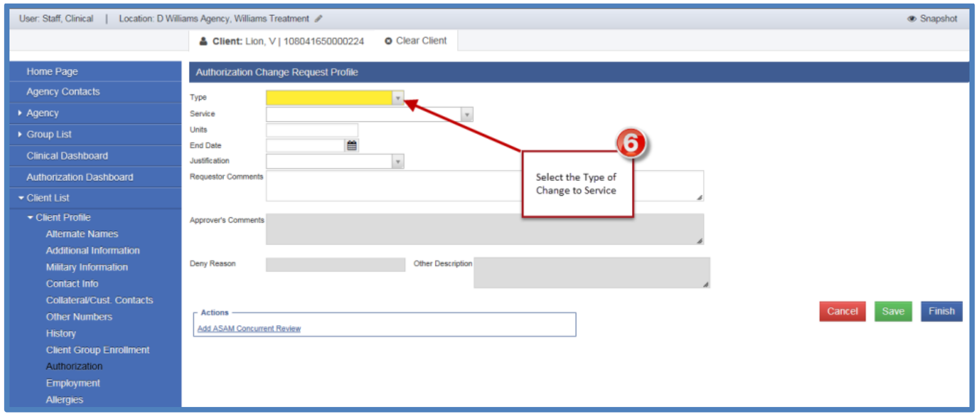
4. Click **Requests** under the Actions box.



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



6. The Authorization Change Request List displays. Select **Change to Service**.



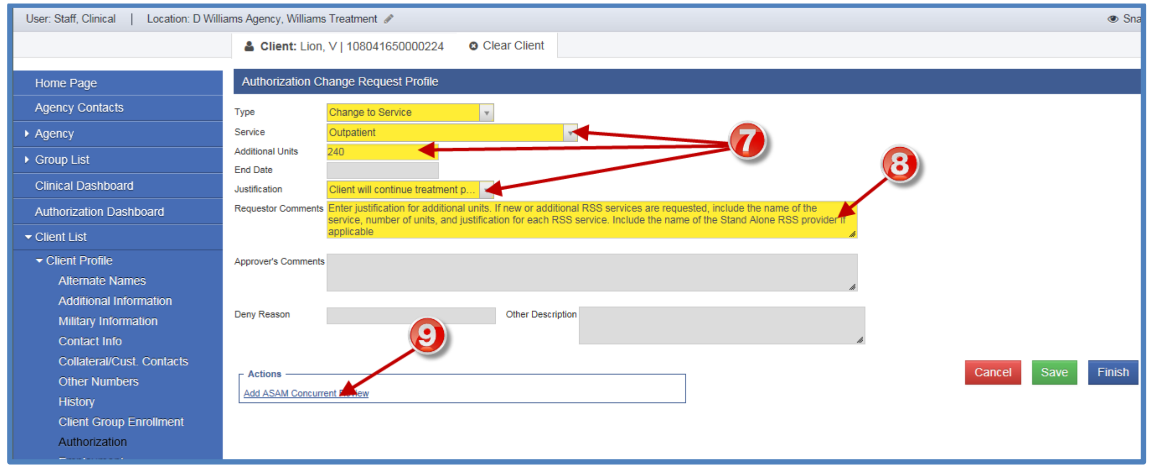
7. Select the **<u>Service</u>** (the current treatment LOC), enter the **<u>Number of Requested Units</u>**, and select the **<u>Justification Reason</u>**.

- **Enter Zero units for an IDOC client who is changing stages.**

8. **<u>Comments</u>**.

- **Request additional treatment units for the *<u>IDHW</u>* client at the current treatment Level of Care (LOC) at the current facility at my agency.** Enter justification for additional units. 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
- **Transfer an *<u>IDOC</u>* client from one Stage (including Assessment or Pretreatment) to another Stage at the current facility at my agency.** Indicate the new treatment LOC and the name of the Stage.

9. Click **<u>Add ASAM Concurrent Review</u>**.

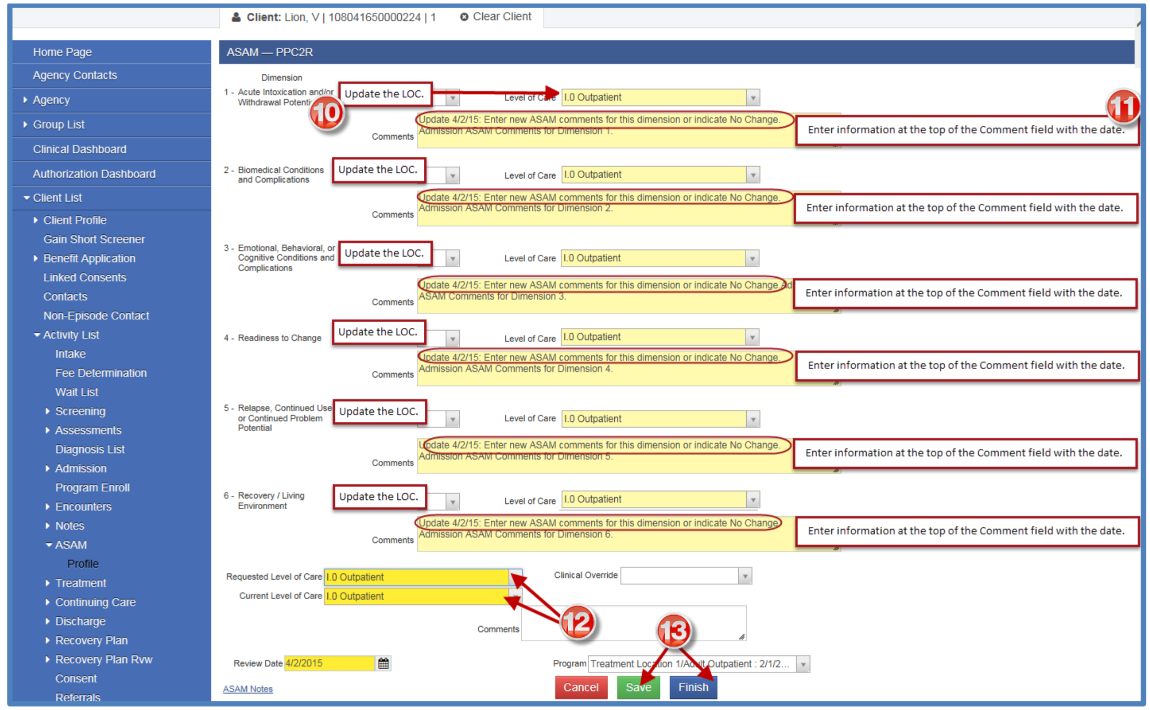


10. Update the **<u>Level of Care</u>** for each Dimension.

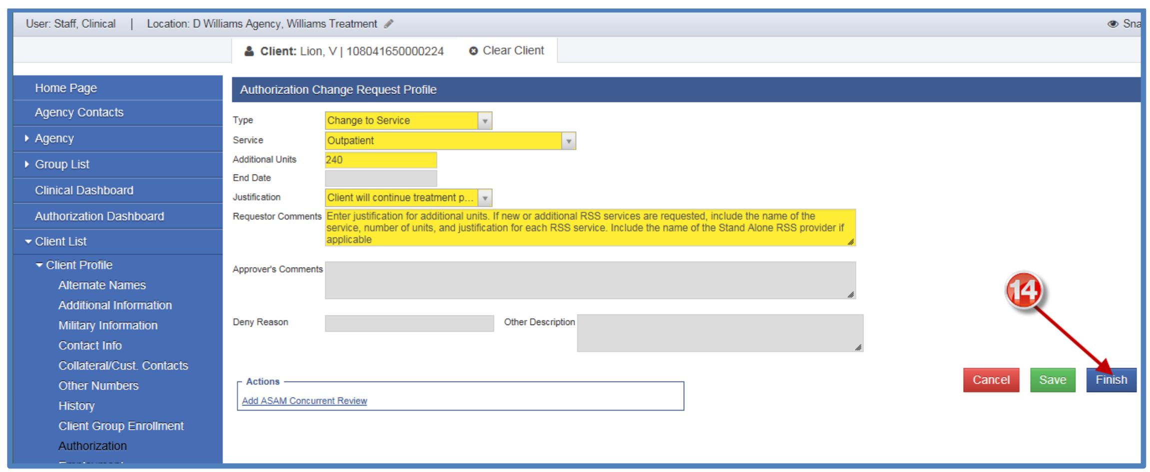
11. Update **<u>Comments</u>** for each Dimension. Enter the updated information at the top of each Comment field and document it as: Update (date). **DO NOT DELETE ANY PREVIOUS COMMENTS.**

12. Select the **<u>Requested Level of Care</u>** and the **<u>Current Level of Care</u>**.

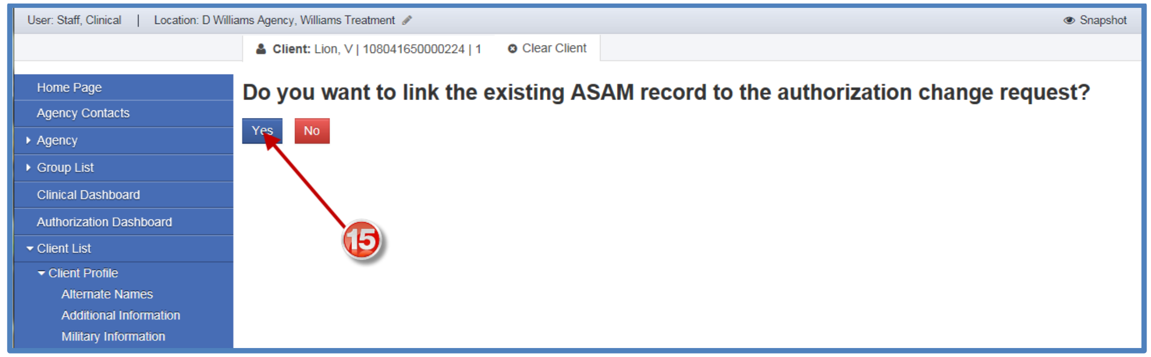
13. Click **<u>Save</u>** and **<u>Finish</u>**.



14. Click **<u>Finish</u>**.

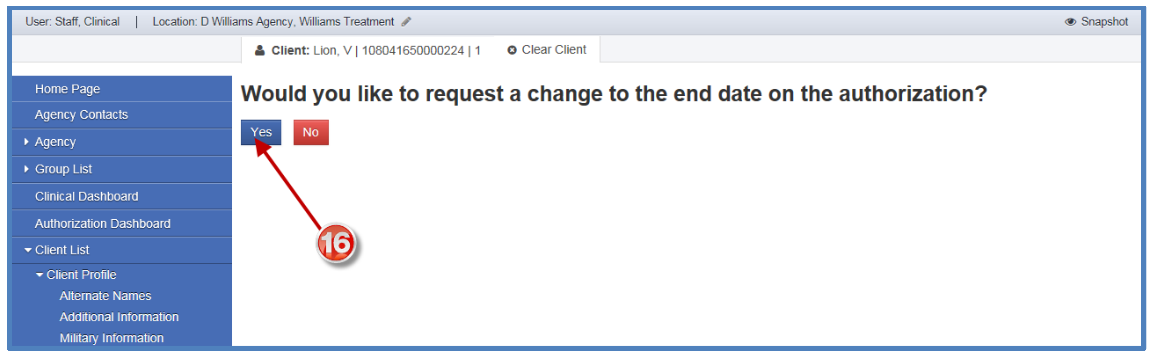


15. Select **<u>Yes</u>** to link the ASAM record with the Authorization Change Request.

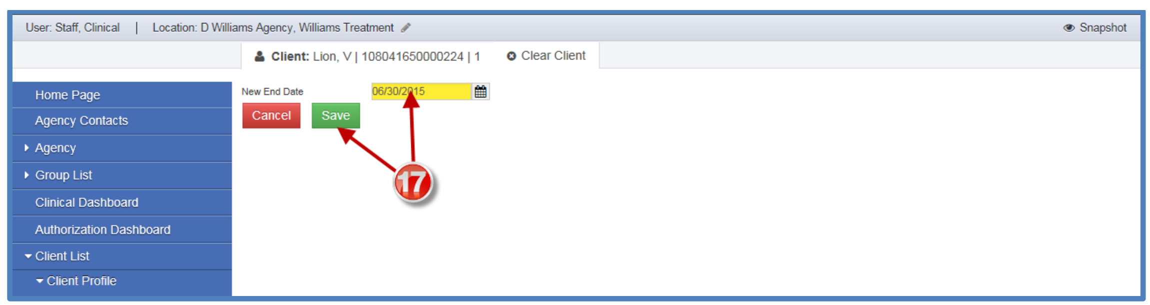


16. Select **<u>Yes</u>** to request a change to the end date Authorization.

- **<u>For an IDOC client, select NO</u>**. 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.



17. Enter the **<u>New End Date</u>** and click **<u>Save</u>**.



18. Click **Finish**.