

Authorization Change Request – Add New Service

These instructions should be used when a client will be changing treatment Levels of Care (LOC) at your 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, select **Client Profile**.
2. Select **Authorization** on the Navigation Pane.
3. Click **Profile** to review the active Authorization.

Idaho-WITS Training

User: Trainee05, Treatment Loc: Provider Training Agency, Treatment Location 1

September 2013

Client Search

Agency: Provider Training Agency

Facility: [Dropdown]

First Name: [Text]

Last Name: Lemon

SSN: [Text]

DOB: [Text]

Idaho-WITS Training Client Id: [Text]

Unique Client Number: [Text]

Treatment Staff: [Dropdown]

Case Status: All Clients

Other Number: [Text]

Include Only Active Consents: Yes

Provider Client ID: [Text]

Primary Care Staff: [Text]

Intake Staff: [Dropdown]

Number Type: [Dropdown]

Clear Go

Client List (Export) Add Client

Unique Client #	Full Name	DOB	SSN	Gender	Actions
106011560000184	Lemon, R	6/1/1956	000-00-0000	Male	Profile Activity List Linked Consents

Clients with Consents from Outside Agencies

Agency	Unique Client #	Client Name	DOB	SSN	Gender	Actions
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Client Profile for Lemon, R

First Name: R

Middle Name: [Text]

Last Name: Lemon

Gender: Male

DOB: 6/1/1956

SSN: 000-00-0000

Provider Client ID: [Text]

Unique Client Number: 106011560000184

State Client ID: [Text]

Record Created By: Buskey, Michelle

Last Updated By: Buskey, Michelle

Created Date: 9/28/2013 10:15 AM

Last Updated Date: 9/28/2013 10:15 AM

Driver's License: [Text]

Access Category: [Dropdown]

Has paper file: Yes

Administrative Actions

Cancel Save Finish

Authorization List

Add New Authorization Record

Auth #	Payer	Status	Effective Date	End Date	Authorized	Encumbered	Expended	Available	Last Activity Date	Actions
1388	DOC Group [DOC Funding, 4]	Active	7/1/2013	6/30/2014	\$720.25	\$65.36	\$0.00	\$654.89	9/3/2013	Profile

4. Click Requests.

5. Click Add New.

i The voucher can not be edited since Edit Local Voucher Key Activity is not selected for the contract plan.

Authorization for Lemon, R

Group Enrollment	IDOC Group	Status	Active
Plan	IDOC Funding	Contract	4 - IDOC-Provider Training Agency / 7/1/2013 - 6/30/2014 - IDOC Funding-IDOC Gr
Authorization #	1388	Date Approved	7/1/2013
Administering Agency	Idaho Department of Corrections	Updated Date	9/26/2013 10:15 AM
Effective Date	7/1/2013	Updated By	Buskey, Michelle
End Date	6/30/2014	Stage	

Comments

Authorized Services List

Service	Authorized Units	Authorization Amt	Encumbered	Expended	Available Units
Outpatient	25	\$355.00	\$111.70	\$0.00	11.00
Transportation of Client	25	\$27.75	\$2.22	\$0.00	23.00
Drug/Alcohol Testing	25	\$337.50	\$13.50	\$0.00	24.00

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Actions [Close](#) [Requests](#)

Total Authorized: \$720.25
Total Encumbered: \$127.42
Total Expended: \$0.00
Total Available: \$592.83

Finish

Provider Authorization Change Request

Group Enrollment	IDOC Group	Status	AC
Plan	IDOC Funding	Contract	4 - IDOC-Provider Training Agency / 7/1/2013 - 6/30/2014 - IDOC
Authorization #	1388	Date Approved	7/1/2013
Effective Date	7/1/2013	Updated Date	9/26/2013
End Date	6/30/2014	Updated By	Buskey, Michelle
		ATR Intake	1/1/0001-
		Stage	

Comments

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Authorization Change Request List

[Add New](#)

Date	Type	Service	Units	End Date	Status	Justification	Actions

Finish

6. Select the type of **Add New Service**.

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

8. Enter **Comments**. 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.

NOTE: A separate Note to Authorizer should be completed if new or additional RSS services are requested and will be provided by a Stand Alone RSS provider.

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

Authorization Change Request Profile

Type: Add New Service

Service:

Units:

End Date:

Justification:

Comments:

Approver's Comments:

Actions: Add ASAM Concurrent Review Cancel Save Finish

Authorization Change Request Profile

Type: Add New Service

Service: Intensive Outpatient 514

Requested Units: 240

End Date:

Justification: Client needs this service as part of t

Comments: LOC change from OP to IOP. New RSS services requested: Case Management - 90 units, Drug Testing - 90 units. R Lemon needs case management and therapeutic drug testing while in treatment

Approver's Comments:

Actions: Add ASAM Concurrent Review Cancel Save Finish

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

11. Update **Comments** for each Dimension. Update each comment 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**.

The image displays two screenshots from a software application. The top screenshot is titled "ASAM - PPC2R" and shows a form with six dimensions. Each dimension has a "Level of Risk" dropdown, a "Level of Care" dropdown, and a "Comments" text area. Red callouts numbered 10 through 14 point to specific fields: 10 points to the "Level of Care" dropdowns for dimensions 1-6; 11 points to the top of each "Comments" field; 12 points to the "Requested Level of Care" and "Current Level of Care" dropdowns; 13 points to the "Save" and "Finish" buttons; and 14 points to the "Finish" button in the second screenshot. The bottom screenshot is titled "Authorization Change Request Profile" and shows fields for "Type", "Service", "Requested Units", "End Date", "Justification", "Comments", and "Approver's Comments". A red callout 14 points to the "Finish" button at the bottom right.

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

16. Select **Yes** to change the end date of the Authorization.

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

18. Click **Finish**.

Do you want to link the existing ASAM record to the authorization change request?



Would you like to request a change to the end date on the authorization?



New End Date



Provider Authorization Change Request

Group Enrollment Status
Plan Contract
Authorization # Date Approved
Effective Date Updated Date
End Date Updated By
ATR Intake
Stage

Comments

Authorization Change Request List

Date	Type	Service	Units	End Date	Status	Justification	Actions
10/3/2013	Add New Service	Intensive Outpatient 514	240		Pending	Client needs this service as part of the overall treatment plan	Review Delete
10/3/2013	Change Voucher End Date			12/31/2013	Pending	Client needs this service as part of the overall treatment plan	Review Delete

