

For PA Adjustment Requests for either Exceptional Case or Rehabilitation Services for Children Ages 4 or 5, please note the following requirements:

Exceptional Case- Submission Requirements:

A narrative justification summary is required in the text field on the electronic request in PICIS. The narrative summary response should address the following elements:

- Documented support for the need for a 30-day period of increased services beyond what is supported by a Level 4 authorization; and
- Any other documentation needed to clarify that the client meets requirements for the Medical Necessity Criteria for Exceptional Case.

Clinical assessment and the proposed service plan (reflecting the intensive services proposed) should be uploaded as attachments, and these documents should be no more than 30 days old.

On-going assessment is a part of doing/billing the service plan update (Service Plan - Low Complexity). With regards to assessment, the following should be included: the Full initial assessment (ex: intake assessment with the full bio-psychosocial- regardless of when it was done), along with a narrative update to the psychosocial (if it was not completed within the last 30 days) and any other descriptors or narrative information used to support the scores given for the recent CAR assessment (completed within the last 30 days).

The Medical Necessity Criteria for Exceptional Case requests can be found in the PA Manual located at www.odmhsas.org/arc.htm.

Rehabilitation Services for Children Ages 4 or 5- Submission Requirements:

A narrative justification summary is required in the text field on the electronic request in PICIS. The narrative summary response should address the following elements:

- Documented support for the need for rehabilitation services in the treatment of the designated child (why it is needed in addition to psychotherapy);
- Documented support that the child has the ability to benefit from curriculum based education, including a description of the child's development as it relates to developmental expectations for age and stage particularly in the areas of cognition and language;
- Information regarding the educational curriculum to be used

Clinical assessment and the proposed service plan (reflecting the intensive services proposed) should be uploaded as attachments, and these documents should be no more than 30 days old.

With regards to assessment, the following should be included: the complete initial assessment (ex: intake assessment with the full bio-psychosocial- regardless of when it was done), along with a narrative update to the psychosocial (if it was not completed within the last 30 days) and any other descriptors or narrative information used to support the scores given for the recent CAR assessment (completed within the last 30 days). The results of a developmental assessment and a narrative update reflecting whether or not there have been any changes since the developmental assessment was conducted should also be included. A new developmental assessment should be conducted a minimum of annually. ODMHSAS does not dictate which developmental assessment tool you use.

There are several ways to provide information regarding the education curriculum you propose to use in the provision of rehabilitation services. The name of the curriculum to be used, along with a web link to a website with information on the curriculum, or the title and author of a book (if a book will be used for curriculum), can be included in the text field of the PA Adjustment Request. This should provide the information needed to find the curriculum/book and review it to determine if it is developmentally appropriate for a child age 4 or 5. The other option is to scan the curriculum into a document to upload and attach to the electronic request.

A request for PA Adjustment for Rehab for 4 & 5 year olds must be requested no later than 5 days from the start date of the PA Request. If it has been over 5 days since the start date of PA Request, a new PA Request will need to be submitted prior to submitting for PA Adjustment. If the PA Adjustment is approved, the start date of the adjustment will be aligned with the start date authorized for the PA Request, and the PA request will be end-dated to the 3 month authorization period allowed for Rehab for 4 & 5 year olds. If the PA Adjustment is denied, the PA Request will continue with the 6 month authorization period (without rehab services).

The Medical Necessity Criteria for Behavioral Health Rehabilitation Services for Children Ages 4 & 5 can be found in the PA Manual located at www.odmhsas.org/arc.htm.

If you have questions about submitting future PA Adjustment requests for Rehab for 4 & 5 year olds or Exceptional Case, please contact Jacki Millspaugh @ jmillspaugh@odmhsas.org