

PA Adjustments Search Screen

Agency: ODMHSAS Test Agency --- 000000092A

Navigation

- Home
- CDC Search
- PA Adjustment**
- Reports

Browse Options

PA Adjustment Search

Recipient ID:

PA Number:

- 1** To search for a previously submitted PA Adjustment, type in the Recipient ID or the PA Number, then click on the 'Search' button.
- 2** To start a new adjustment, click on the 'Add New' button.
- 3** To search for all PA Adjustments, click on the 'Search' button with no information typed in the Recipient ID or PA Number fields.

PA Adjustments Request Screen

The screenshot shows a web application interface for requesting PA adjustments. At the top, there is a header bar with the text "Agency: ODMHSAS Test Agency -- 000000092A". Below this is a navigation menu on the left with options: "Home", "CDC Search", "PA Adjustment" (highlighted), and "Reports". The main content area is titled "PA Adjustment" and contains several sections: "Contact Info:" (1) with fields for Last Name, First Name, Email, and Phone; "PA Info:" (2) with fields for Recipient ID, PA Number, and a Request Type dropdown (3) currently set to "--Select--"; and three "Add Attachment" sections (4) each with a "Browse..." button and an "Attach" button (5). At the bottom of the form are "SUBMIT" (6) and "CANCEL" buttons. A footer bar at the bottom contains the text "© 2011 Client Information System. Design by ODMHSAS." and a small help link: "For assist with Client Information System (PI-CIS), call 855-521-6444 or email at jethelp@odmhsas.org."

- 1 The Contact Info is who should be notified when an adjustment has been finalized or who to contact if more information is needed.
- 2 The PA Info identifies the authorization you are asking us to adjust.
- 3 There are three types of adjustments. They are Exceptional Case Request (agencies only), Correct Authorization and Rehab for 4 & 5 year olds (agencies only). Once you have selected one of these, the screen will display a memo field, as well as the information requested for each (see next page).
- 4 Attachments are required for Exceptional Case and Rehab request. First click on the 'Browse' button to locate the file.
- 5 After you have found the file needing to be attached, click on the 'Attach' button. The filename will appear at the right.
- 6 Once all information is included, please click on the 'Submit' button to send the information to ODMHSAS for review.

Screen shots for Exceptional Case, Rehab for 4 & 5 year olds, and request to Correct Authorization

Request Type: ▾

Start Date: / /

In the field below, please document and support the need for a 30-day period of increased services beyond what is supported by a Level 4 authorization. In addition, please attach the behavioral health assessment, and proposed Service Plan for the designated individual.

Add Attachment #1

Add Attachment #2

Add Attachment #3

Request Type: ▾

In the field below, please document and support the need for rehabilitation services in the treatment of the designated child. In addition, please document and support the child's ability to benefit from these curriculum based education services. Information should include a description of the child's development as it relates to developmental expectations for age/stage, particularly in the areas of cognition and language. Information regarding the curriculum to be used should also be provided. In addition, please attach the behavioral health assessment, and proposed Service Plan for the designated child.

Add Attachment #1

Add Attachment #2

Add Attachment #3

Request Type: ▾

Start Date: / /

Please describe the needed correction, the justification for correction and the factors causing the need for a correction.

Add Attachment #1

Add Attachment #2

Add Attachment #3

Notes:

- Correction Request will be processed by the PICIS Helpdesk staff. All other request will be processed by clinical reviewers.
- Requests for both Exceptional Case and Rehab for 4 & 5 year olds:
 - The clinical assessment, and proposed service plan are required attachments. In addition, for requests for Rehab for 4 & 5 year olds, the educational curriculum to be used may need to be attached if a link to the curriculum cannot be provided in the text section of the request.
 - Instructions require that the “proposed” service plan be attached. The term “proposed” refers to a service plan that includes all of the treatment goals and objectives, including those that will be utilized if the request for PA Adjustment is approved. For example, the service plan for rehab for 4 & 5 year olds should include the proposed rehab objectives in addition to the other clinical services to be provided.