

Prior Authorization (February 2014)

The prior authorization guidelines will be implemented March 1st. Any service that begins prior to the authorization casenote and PO start date will be considered after the fact requiring exception approval. Exception approval is currently delegated to the WDA Director. The BCS Director and Assistant Director will monitor after the fact exception request activity. Between now and March 1st CCP may notify you and share examples that will not meet the prior authorization requirements in the future.

Effective immediately, any invoice that is received without a PO issued will not be paid. Requests to consider payment for a service that was not authorized must be submitted to the BCS Director and Assistant Director by the WDA Director with background information and justification.

We have had several examples where job development retention was billed, but the PO had not been issued. To prevent this from occurring staff should issue the Job Development Retention PO at the time the service provider submits an invoice for a Hire. When invoiced for the Hire staff should verify the job hire with the consumer, increase the encumbrance amount from \$400 to \$1,200, complete receiving and issue a PO for Job Development Retention. If you do not intend to authorize for the retention service, the service provider should be notified in writing.

Services that are authorized should be listed on the consumer's IPE (with the exception of assessments for the purpose of determining eligibility and comprehensive assessment necessary for IPE development). Please remember that the IPE is not initiated until agreed to and signed by the consumer and the VR Counselor. Mailing the IPE signature page to the consumer **does not** meet this requirement. Please capture the IPE signature electronically whenever possible.

These prior authorization criteria are long standing fiscal requirements. It is essential that all DVR staff follow these requirements for all purchasing activity.