



**Department of
Developmental Disabilities**

Division of Medicaid Development & Administration

John R. Kasich, Governor
John L. Martin, Director

Memo

To: County Board Superintendents, SSA Directors, COG Directors and Business Managers

From: Patrick Stephan, Deputy Director

Date: March 6, 2012

Re: Prior Authorization Enhancements and Abbreviated Review Process

The Division of Medicaid Development and Administration (MDA) is announcing the release of MSS Prior Authorization (PA) enhancements which includes an “abbreviated” review process.

Enhancements implemented are as follows:

- Ability to “Upload” PA DOCS (ISPs and Assessments) from the Manage PA screen and Manage Individual PA screen under Manage Docs instead of email
- Ability to “Open and View” the Uploaded PA DOCS
- Ability to retain information on the Individual Request Form (IRF) page 1 with a “Save” button
- The IRF page 2 now has an increased 1500 character limit for each text box
- Ability to “View/Print” the IRF pages 1 and 2 from the Manage PA screen and the Manage Individual PA screen
- Ability to “Edit” the IRF from the Manage PA screen and the Manage Individual PA screen
- Ability to verify the PA request was received by reviewing the Manage PA screen or the Manage Individual PA screen
- Ability to Open/View/Print the Approval letter and the Cost Projection by reviewing the Manage PA screen or the Manage Individual PA screen (Manage Docs), as approval letters will no longer be sent to county boards or COGS

The abbreviated PA process includes the following:

- CB-supported requests within 10% of the top of the ODDP assigned funding range will not require additional documentation submission. For these situations, identify in the county board rationale text box that the PA request has a calculated funding level within 10% of the ODDP range ceiling.
- CB-supported PA requests that are identical to those that were approved for a previous span, additional documentation may not be necessary. If the CB-supported PA request is the same as an approved one from the previous span and there are no changes in services, costs or individual's need, please include your attestation to this in the county board rationale text box. Notification will be sent if additional documentation is required.

If you have questions, please contact Jeanne Gregory-Kaepner at (614) 466-5990.