

Appendix 1



Fact Sheet



Prior Authorization Fact Sheet For Individuals

Prior Authorization is the process to request more money for services than your funding range allows. The Ohio Developmental Disability Profile (ODDP) determines your funding range. This process outlines what you must do to get the OK for prior authorization to exceed that limit.

- The Prior Authorization request is made:
 - **After** you had your ODDP,
 - **After** you received your funding range,
 - **After** you had your Individual Service Place (ISP) meeting, and
 - **After** the statewide rates have been applied.
- If the funding range does not have enough money in it to buy the waiver services **you think you need** you can ask for a review of your services, which is called Prior Authorization.
- You, your guardian or representative must **send a written request** for Prior Authorization to the Ohio Department of Mental Retardation and Developmental Disabilities (ODMRDD).
 - Your **Service and Support Administrator**, who you may know as your **Case Manager**, or **Service Coordinator**, may give you the request form or you can get this from the ODMRDD website. <http://odmrdd.state.oh.us/>
 - The request form will ask:
 - **What** services you think you need,
 - **Why** you need them, and
 - **How** long you need them.
- Our Department, ODMRDD, **must tell** your County Board of Mental Retardation and Developmental Disabilities **right away** that you requested a review of your services. Your **County Board must send** the needed documents and reports about you to the Department **within 5 days**.
- After we receive your records, you will usually get an **answer** within **20 business days**.
- At any time during this process, you have a **right to appeal** the decision through a state hearing.

Appendix 1

Eligibility for Prior Authorization

The individual's request **MUST MEET** all of the following criteria:

1. Services are appropriate to the individual's health and welfare needs, living arrangement, circumstances and expected outcomes, and
2. Services are of an appropriate type, amount duration, scope and intensity, and
3. Services are the most efficient and effective services that when combined with other non-waiver services ensure the health and welfare of the individual receiving the services, and
4. Services are necessary to protect the individual from substantial harm expected to occur if the requested services are not authorized.

The following are some examples of how the above criteria may be met:

1. Episodes of injury to self or others that have occurred within the last three months when there is a continuing risk of injury to self or others.
2. Presence of consistent behaviors in which the individual displays all of the following:
 - a) Lacks impulse control, and
 - b) Exhibits purposeful, dysfunctional goal-directed behavior to obtain or avoid something, and
 - c) Requires constant monitoring and continual redirection and/or behavioral intervention.
3. Presence of a progressive medical condition or a mental illness that is generally associated with:
 - a) Behaviors posing a risk to self or others, and
 - b) Requiring a controlled environment to maintain health and welfare.
4. Presence of a medical condition which, without staff intervention, would threaten the individual's medical stability.
5. Inability of an unpaid caregiver to provide previous levels of support or to provide the level of support currently required.
6. Alterations in staffing ratios resulting from circumstances beyond the control of the individual. Examples could be loss of roommate or a change in vocational schedule.
7. An emergency situation that creates for an individual a risk of substantial self-harm or substantial harm to others if action is not taken within 30 days. An emergency may involve:
 - a) Abuse, neglect or exploitation of the individual.
 - b) Health and welfare conditions that pose a serious risk to the individual or others, including immediate harm or death.
 - c) Changes in the emotional or physical condition of the individual that necessitate substantial accommodations that cannot be reasonably provided by the individual's caretaker.