

## When Would a Prior Authorization Amendment Request Be Used?

The Prior Authorization (PA) Amendment Request form will be utilized for requesting updates to a current authorization.

The following Prior Authorization Amendments will be sent to Telligen via the providers Qualitrac portal as a 'new request'.

Prior Authorization Amendment forms should no longer be sent to MedicaidQIO@dhw.idaho.gov for processing. If you feel there is an error in your authorization with the dates or modifiers, you can still reach out to MedicaidQIO@dhw.idaho.gov for help correcting these.

- Adding Interdisciplinary Training.
  - If during the previous authorization request the child was not accessing additional/ancillary services and Interdisciplinary Training was not requested.
  - The PA Amendment form must include justification to why Interdisciplinary Training is now being requested (i.e. the child was not previously accessing additional/ancillary services and they now are).
- Changing providers
  - Turning one providers authorization 'off' and attaching another provider to the authorization.
- Splitting an authorization between two providers, when only one provider has an authorization.
  - The new provider will need to complete the prior authorization amendment form and submit.
- Adjusting hours between two staff members (i.e. changing from 6 hours per week with a professional and 3 hours per week with a specialist to 5 hours per week with a professional and 4 hours per week with a specialist)
- Adjusting staff qualifications (changing the modifiers associated with the service)

**Please note that the Prior Authorization Amendment form MUST include justification for why the amendment is being requested to meet the CHILD'S NEEDS.**

**Do not use the Prior Authorization Amendment form to:**

- Request *additional* hours of service for any children's habilitation intervention services (including Interdisciplinary Training); or
- Request Crisis Intervention

If you are requesting Crisis intervention

- Submit the Crisis Request Form

**If you are requesting additional hours you will need to:**

- Update the ACTP including updating the Clinical Recommendations and Request for Hours sections
- Complete additional Implementation Plans demonstrating how the hours will be used
- Submit updated ACTP and Implementation Plans