

## Policy #5.16

<b>POLICY TITLE:</b>	<b>NOTICE OF SERVICE AUTHORIZATION EXTENSION</b>	<b>POLICY #5.16</b>	<b>REVIEW DATES</b>	
<b>Topic Area:</b>	UTILIZATION MANAGEMENT	<b>ISSUED BY:</b> Chief Executive Officer  <b>APPROVED BY:</b> Chief Executive Officer	4/7/25	
<b>Applies to:</b>	Member CMHSPs			
<b>Developed and Maintained by:</b>	LRE COO or Designee			
<b>Supersedes:</b>	N/A			
		<b>Effective Date:</b> 10/15/2023	<b>Revised Date:</b>	

### I. PURPOSE

To establish standards to detail how LRE and its member CMHSPs comply with federal laws and MDHHS contract requirements when utilization management is reviewing a service authorization request and further time is needed to make a determination; the extension form will be utilized.

### II. POLICY

It is the policy of Lakeshore Regional Entity, in compliance with 42 CFR 438.408(c)(2), that LRE delegates member CMHSPs to extend the standard 14 calendar day Service Authorization timeframes as required. If the CMHSP to whom the function is delegated extends the review of the service authorization timeframe, not at the request of the individual, the delegated CMHSP must:

- Must make reasonable efforts to give the individual prompt oral notice of the delay.
- Within two calendar days, provide the individual with written notice of the reason for the decision to extend the timeframe and inform the individual of the right to file a grievance if he/she disagrees with that decision.
- Issue and carry out its determination as expeditiously as the individual's health condition requires and no later than that date.

### III. APPLICABILITY AND RESPONSIBILITY

This policy applies to LRE and member CMHSPs.

### IV. MONITORING AND REVIEW

This policy will be reviewed annually by LRE COO or designee.

### V. DEFINITIONS

### VI. REFERENCES AND SUPPORTING DOCUMENTS

- 42 CFR 438.408(c)(2)

- MDHHS/PIHP Master Contract

**VII. RELATED POLICIES AND PROCEDURES**

LRE Utilization Management Policy 5.0

LRE Organizational Procedure 5.16a

**VIII. CHANGE LOG**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
10/15/2023	NEW	LRE COO or Designee